



## Job Description Form

DoH Registered

**Coordinator FDV Screening - Antenatal**  
**Health Salaried Officers Agreement; HSO Level G-7**  
**Position Number: 00014222**  
**Women’s Health, Genetics and Mental Health Directorate**  
**Women and Newborn Health Service / North Metropolitan Health Service**

### Reporting Relationships

Executive Director WNHS  
 Health Executive Level: Grade C - HP  
 Position Number: 00005575



Service Co-Director WHGMH  
 HSO Level: G11  
 Position Number: 00008756



**This Position**



- ← Also reporting to this manager:
- HOD Psychological Medicine
  - Manager Psychological Medicine
  - Manager SARC
  - Manager Women’s Health Clinical Support Programs
  - Manager, WACCPP
  - Coordinator of Nursing, MBU
  - Coordinator of Nursing, MBU
  - Head of Service, MBU
  - State Coordinator, Perinatal MH
  - Manager Women’s Health Information
  - Director Allied Health

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	N/A
Education and Training Roles (to be created)	HSO G6 (TBA)	3.0	

**Prime Function / Key Responsibilities**  
 Leads the development and implementation of a comprehensive, evidence-based program in conjunction with key stakeholders to screen for and manage family and domestic violence (FDV) in the perinatal period. Develops, manages, and implements a screening program with key staff in each Health Service Provider (HSP), through maintaining oversight of education and training for staff based in each HSP.

## Brief Summary of Duties

### 1. Program Development (30%)

- 1.1 Develops and implements a perinatal FDV education and screening program plan, with key targets, objectives, timeframes and the allocation of responsibilities, in collaboration with WA health system staff, to meet specific needs of each HSP.
- 1.2 Undertakes research and evaluation of existing programs to identify current best practice in the prevention and management of FDV in the perinatal period at a state and national level. These may include, but are not limited to: WA Health Family and Domestic Violence Guidelines, National Domestic Violence Guidelines and the Strengthening Hospitals' Response to Family Violence Framework.
- 1.3 Undertakes an education and training needs analysis with key stakeholders across the WA health system with a focus on staff providing care in the perinatal period.
- 1.4 Develops and implements a comprehensive, evidence-based education and training program.
- 1.5 Develops a program evaluation tool that assesses the effectiveness of the education program and the impact of this on screening rates and referrals. Guides the development and implementation of local guidelines and standards within each HSP for the prevention and management of FDV in the perinatal period.
- 1.6 In conjunction with each HSP, identifies and maps clinical and referral pathways in metropolitan, rural and remote areas to ensure the safety of women and their children at risk of or experiencing violence.
- 1.7 In collaboration with staff across all HSPs, develops training resources for the prevention and management of FDV in the perinatal period.

### 2. Management and Coordination (50%)

- 2.1 Leads and manages the implementation of change and the transition to new practices across the WA health system.
- 2.2 Leads and supervises a team to deliver education and training programs in the area of FDV in the perinatal period, focussing on the following priority areas (but not limited to):
  - Screening for FDV in the perinatal period
  - Specific needs of Aboriginal families and communities
  - Specific needs of CALD and refugee women
  - Perpetrator accountability and the legal response
  - Co-morbidity for victims and their partners who have drug and alcohol and/or mental health concerns
  - Managing system complexity and change
- 2.3 Establishes a plan for ongoing evaluation and continuous improvement processes with baseline comparisons and clear measurement processes against Key Performance Indicators (KPIs) and targets.
- 2.4 Establishes strategic and effective relationships with key stakeholders including executive and senior management to develop, coordinate and promote strategies to enhance the prevention and management of FDV in the antenatal period across HSPs.

### 3. Advisory (20%)

- 3.1 Provides advice to the executive, senior managers and staff across all HSPs on the prevention and management of FDV.
- 3.2 Liaises with other hospitals, government and community agencies and professional institutions regarding their requirements for information, education or training to support and manage referrals from the WA health system for victims of FDV referred to their services.
- 3.3 Builds and develops an effective team which consults with stakeholders at all levels and has a strong focus on the development of evidence-based strategies for the prevention and management of FDV.
- 3.4 Maintains awareness of relevant policies at a state, national and international level.

- 3.5 Contributes to the assessment regarding the delivery of health care for victims of FDV and identifies potential impact of interventions by health professionals that may impact on the prevention and management of FDV.

#### **4. NMHS Governance, Safety and Quality Requirements**

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, Women and Newborn Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

#### **5. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualification in social, health or behavioural science.
2. Knowledge and experience in the delivery of education and training programs in the health industry or similar complex multidisciplinary environment.
3. Clinical or practical experience in service delivery aimed at prevention and management of family and domestic violence.
4. Demonstrated ability to develop and evaluate a change management program, including identification and evaluation of the specified program outcomes.
5. Highly developed analytical skills, conceptual and problem solving skills and the proven ability to use information and research evidence effectively.
6. Demonstrated coordination and leadership skills to achieve positive outcomes, and experience leading a multidisciplinary team.
7. Well-developed verbal, written and interpersonal communication skills, with the ability to establish and sustain productive relationships with internal and external stakeholders through consultation and negotiation.
8. Current knowledge of legislative obligations of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

N/A

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Manager/Supervisor

Name:  
Signature/HE:

### Dept./Division Head

Name:  
Signature/HE:

### Position Occupant

Name:  
Signature/HE: