



## Job Description Form

HSS REGISTERED

**Education and Training Officer – Family & Domestic Violence**  
**Health Salaried Officers Agreement: Level G-6**  
**Position Number: 00014317**  
**Women’s Health Strategy and Programs (WHSP),**  
**Women’s Health, Genetics and Mental Health (WHGMH) Directorate**  
**Women and Newborn Health Service – North Metropolitan Health Service**

### Reporting Relationships

Nurse Co-Director,  
 WHGMH Directorate  
 Award Level: HSO Level: G-11  
 Position Number: 00014855



Manager, WHSP, WHGMH Directorate  
 Award Level: HSO Level G-9  
 Position number 00007941



Also reports to this Manager:

<b>Title</b>	<b>FTE</b>
Antenatal FDV Coordinator	1.0
Education and Training Officer (FDV)	3.6
Contracts Manager	0.8
Policy & Project Officer	0.8
Coordinator Women’s Health – FGM & FDV (CaLD)	0.8
<b>TOTAL FTE’s: 7</b>	



**This Position**



Coordinator FDV Screening - Antenatal  
 WHSP, WHGMH Directorate  
 Award Level: HSO Level: G-7  
 Position Number: 00014222



Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	Nil.
Nil			

**Prime Function / Key Responsibilities** Support the development, implementation, management and delivery of Family and Domestic Violence (FDV) education and training and the establishment of FDV screening in antenatal settings. Consultation with health professionals to support policy development, health promotion, training, education, service provision and develop pathways for addressing FDV across WA health services.

## **Brief Summary of Duties (in order of importance)**

### **1. Duties**

- 1.1 Assists the Coordinator FDV in the state wide implementation of antenatal screening for FDV.
- 1.2 Develops and delivers FDV education and training within WA Health and participates in relevant literature reviews, research, and evaluation of the program of training and education for health professionals.
- 1.3 Consults and engages with key stakeholders, including Health Service Providers, consumers, carers, families, Government and non-Government providers of FDV services to facilitate input into service planning and delivery of FDV education and training activities.
- 1.4 Review of research and models of service in FDV related activities to assist in planning, evaluation and decision making for services supporting women and their families exposed to FDV.
- 1.5 Provides project support in the development of policy and operational documents and resources for Health Services Providers across WA Health, when needed.
- 1.6 Assists in collating monthly data collection reporting and audit systems in relation to FDV screening activities across WA Health.
- 1.7 Undertakes other duties as directed by the Coordinator FDV.

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

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

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

## Work Related Requirements

### Essential Selection Criteria

1. Experience in a related social, health or behavioural sciences field
2. Demonstrated experience in developing, planning and delivering education and training activities and evaluation including the use of multimedia technologies
3. Demonstrated experience in undertaking critical analysis, interpreting and reporting of information for projects, research, evaluation and policy development
4. Excellent negotiation skills, report writing, verbal and interpersonal communication skills
5. Ability to work independently as well as in a team environment
6. Knowledge of general women's health issues and the impact of the social determinants on women's health outcomes
7. 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

1. A degree in Social Work, Psychology or Social Sciences related field.
2. Previous experience in working with people who have experienced family and domestic violence
3. Experience of working in a hospital or health service

### 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.
- Ability to travel within the State of Western Australia as required.

## 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:  
Date:

### Dept./Division Head

Name:  
Signature/HE:  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date: