

# RCAppendix 1

Blue Mountains Women's Health & Resource Centre

## Position Description

# Staff Core Duties & Responsibilities



### Core Responsibilities Practitioners

It is the responsibility of all practitioners to:

1. Maintain accreditation with relevant professional body.
2. Read and abide by the code of ethics, codes of practice and the protocol of their own profession.
3. Provide a regular agreed number of appointments and to keep within the appointment times.
4. Use unbooked or cancelled appointment time to keep up to date with issues affecting the Centre and with current developments in women's health.
5. To ensure that client files are kept up to date, safe and secure and are maintained and completed in accordance with Centre policy.
6. To keep accurate statistics of client visits, telephone contacts and any other required data on provided collection forms or databases.
7. Work in collaboration with practitioners at the Centre and in the community.
8. Adopt an inter-disciplinary approach to working with individual women and groups where appropriate.
9. Provide outreach services and/or health education programs to women at the Centre and in the community, as required and negotiated.
10. Complete client reports, when required.
11. At the end of the day:
  - ensure that room is left clean and tidy
  - that if laundry is used place in the laundry basket for collection
  - Make sure that all electrical appliances and lights switched off
  - Check that windows and external doors closed and locked
12. Keep up to date with current practice, knowledge base and trends in own field and issues that impact on women's health.

### Core Responsibilities All BMWHRC Staff

It is the responsibility of all Blue Mountains Women's Health & Resource Centre workers to adhere to the following core responsibilities:

1. Policy & Procedures | be familiar with
  - a. BMWHRC Policy and Procedures
  - b. the requirements of the job description
  - c. the protocols, procedures and duties as relevant to the job description
  - d. BMWHRC clients' rights and confidentiality policy and complaints procedures
  - e. BMWHRC access and equity principles and demonstrate awareness and sensitivity towards the needs of women of different cultures, sexuality and backgrounds
  - f. adheres to the Centre's Code of Ethics
  - g. Funding and accountability requirements
  - h. Attempt at all times to deal with complaints, conflicts and grievances as they arise and in accordance with the complaints, conflicts and grievances policies and procedures

- i. To be aware of and work in accordance with Centre OHS policies and procedures and advise Centre Management of any OHS risks you become aware of.

2. Risk Management, Worker, Health & Safety & Quality Improvement

- a. Work in accordance with the Service's Strategic Plan in relation to whole of centre, and as priorities relate to your role.
- b. Comply with BMWHRC WHS policies and procedures and report risks, hazards, or near misses as identified.
- c. Attempt at all times to deal with complaints, conflicts and grievances as they arise and in accordance with the complaints, conflicts and grievances policies and procedures.

3. Staff operations and development

- a. Participate in quality improvement activities to reflect on practice and identify ways of improving service performance
- b. Maintain currency of professional development
- c. To work the hours which have been negotiated with the Manager, and keep an accurate record of hours worked in the Deputy payroll system
- d. To complete and participate in annual staff appraisals, complete other administrative documentation as required, eg: leave request forms, etc.
- e. To adhere to own professional standards and codes of ethics and maintain professional development.
- f. Work in consultation and partnership with other staff at the Centre and utilise a multi-disciplinary approach to working with women who use the Centre's services as appropriate.
- g. To liaise and work in partnership with other agencies and groups, on negotiation with the Centre Manager.
- h. To attend allocated liaison debriefing and / or supervision sessions.
- i. Participate in the Centre training and planning days where possible.
- j. To report any client feedback, suggestions, changes, ideas and complaints to the Centre Manager or the Administration and Reception Co-ordinator.
- k. Keep up to date with current trends and issues in women's health and available resources.
- l. Evaluate own activities and participate in Centre's quality improvement activities as required
- m. Provide written reports as required and contribute to the development of Centre reports when requested.
- n. If you are expectedly unable to work your roster shift you will:
  - (i) SMS your Team Coordinator or Manager (depending on your role and team
  - (ii) Ring the BMWHRC landline 02 4782 5133 and leave a voice message or notify reception staff

4. Blue Mountains Women's Health and Resource Centre is a smoke-free workplace.

**I have read and understood the contents of this Contract of Employment and Job Description.  
In signing this contract, I agree to be bound by the terms and conditions contained within and abide by the duties  
as specified in the Job Description.**

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_

Date: \_\_\_\_\_