

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	<b>StEPS and SWIS-H Screener</b>
<b>Award</b>	Health Employees (State) Award
<b>Position Classification</b>	Technical Assistant Grade 2
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>The combined StEPS and SWISH-HR Screener is responsible for the delivery of both the Statewide Infant Screening-Hearing (SWIS-H) and the Statewide Eyesight Preschooler Screening (StEPS) programs across Southern NSW Local Health District (SNSWLHD).</p> <p>The SWIS-H program aims to screen all newborn infants for congenital hearing loss in their first few days of life. The SWIS-H Screener will provide Automatic Auditory Brainstem Response (AABR) hearing screening to newborn infants across a range of inpatient and community settings.</p> <p>The StEPS program aims to identify childhood vision problems as early as possible and refer children with possible vision problems to an eye health professional for a diagnostic assessment, early intervention and treatment where appropriate to optimise good vision before starting school. The StEPS Vision Screener conducts vision screening in preschools, childcare centres and community clinics to four-year-old children residing in SNSWLHD.</p>

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. The StEPS Screener component of the role involves direct interaction with four-year-old children, childcare educators and parents/carers. It entails conducting the vision screening and liaising effectively within nominated childcare centre and community-based health services.

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2. The SWIS-H Screener component of the role works directly with newborn babies and their families while having open communication with nursing and midwifery staff. Results of screening will be immediately communicated to families.
3. Ensure that all screening procedures are correctly followed, and relevant competencies and skills are maintained.
4. Promptly advise the SWIS-H/StEPS Coordinator of any equipment issues, incidents, problems or concerns that arise during a hearing or vision screening session.
5. Ensure all mandatory requirements and reporting mechanisms relating to screening procedures including consent, referral processes and notification of results are undertaken in accordance with local systems and processes.
6. Ensure confidentiality and privacy of the infant, child or family are always maintained.

## Key Challenges *(max of 3 key challenges)*

1. Ensure effective delivery of quality, culturally safe patient care across a range of settings.
2. Demonstrate effective time management skills in a busy clinical environment to ensure that infants receive a hearing screen prior to discharge from hospital or as an outpatient prior to one month of age.
3. Adapt flexibly to unexpected events associated with working in different, non-health locations while striving to achieve StEPS program targets.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	SNSWLHD SWISH/StEPS Coordinator	Line management, operational support and guidance.
2	Midwifery Teams	Obtain and relay information related to hearing and vision screening and risk factors. Discuss appropriate times to complete screening.
3		
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i>		<input type="checkbox"/> No
1	Clients and their families	Explain screening process, obtain consent, organise appointments, explain results of screen. Communicate services and redirect, escalate or resolve issues.
2	Early Childhood Education staff	To ensure program information and consents are distributed to families and returned, to provide logistical support for scheduling and running clinics.

## Staffing

<b>Direct Reports</b>	0.00 FTE
<b>Indirect Reports</b>	0.00 FTE

## Essential Requirements

Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

1. Demonstrated experience working with newborn babies, children and families.
2. Experience or willingness to learn newborn hearing screening and preschooler visual acuity screening and the ability to demonstrate skills competencies associated with the delivery of SWIS-H/StEPS.

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3. Demonstrated understanding of the goals and outcome measures of the SWIS-H and StEPS programs.
4. Demonstrated ability to provide safe, compassionate and quality care that is culturally responsive.
5. Demonstrated effective interpersonal, written and oral communication skills with sound computer literacy, including the use of Microsoft Office applications (i.e Excel) and other health related systems (i.e electronic Medical Record).
6. Ability to prioritise workload, meet deadlines and complete activities in an environment of minimal supervision and rapid change.
7. Demonstrated ability to effectively liaise and manage relationships with parents, child care personnel, team members and other health care professionals, including relaying results of screening assessments.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

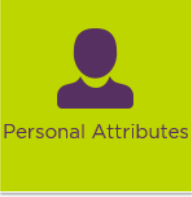



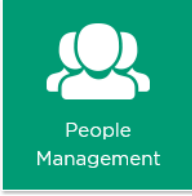

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

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Capability Framework			
Capability Group	Capability	Level	Focus
	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	