

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Medical Practitioner - Women's Health</b>
<b>Award:</b>	Medical Practitioners Award [MA000031]
<b>Grade:</b>	
<b>Remuneration Range:</b>	Base annual remuneration: \$ Hourly rate negotiable. Plus Annual Leave Loading and Superannuation (Refer to Award)
<b>Location:</b>	<input checked="" type="checkbox"/> PWHC office. <input type="checkbox"/> Hybrid: PWHC Office and Work from Home.
<b>Hours per week/fortnight</b>	<input type="checkbox"/> Full Time, Hours per fortnight: 76 (1.0FTE) <input checked="" type="checkbox"/> Part Time, Hours per fortnight: Up to 28 hrs
<b>Reports To:</b>	<b>Manager – Health and Wellbeing Services</b>
<b>Delegation Level:</b>	As per PWHC Decision Matrix/Delegations Manual

### About Penrith Women's Health Centre

Penrith Women's Health Centre (PWHC) is a Not-For-Profit Incorporated entity, which provides a range of community-based, feminists health, wellbeing, safety, resilience and advocacy services for women in the Penrith region of Western Sydney. In some instances, this extends to neighbouring regions. The organisation is registered with the Australian Charities and Not-for-profit Commission and is governed by a Management Committee which are elected annually by the membership.

Services provided by PWHC address all aspects of women's lives, including the social determinants of health and incorporates a client-centred, trauma-informed and strengths-based approach to providing services from an empowerment model of care.

Our focus is to foster good health and well-being in a safe environment that is open to all women in our community, and we actively address social injustice and support the rights and choices of all people who identify as women (and girls).

### Our Culture and Values

Services provided by PWHC are provided within a feminist context which:

- Recognises the social, environmental, economic, physical, emotional and cultural factors which influence women's health.
- Recognises and challenges the effects of sex-role stereotyping and gender discrimination on women's health and well being.
- Reflects the whole of a woman's lifespan, their various and changing roles and responsibilities, not just their reproductive life.
- Recognises the importance of maintaining well-being by the focus on preventative practices.
- Actively encourages the empowerment of women in both the personal and social aspects of their lives.
- Values women's own knowledge and skills and their right to make informed decisions about their health and wellbeing.

## Primary Purpose of the Role

The primary purpose of this role is to provide Medical Practitioner clinical women's health services to women and girls, which is focused on empowering and strengthening a woman's overall health. This includes providing clinical healthcare services to assist women achieve physical and emotional wellbeing during all stages of life; for women of all culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander women and First Nations women; and for members of the LGBTIQ+ communities (who identify as female or non binary).

The services are funded through external grants which may change from time to time, and some fee for service clients.

Healthcare services provided must be evidenced based, and provided through a client-centred, trauma-informed, culturally appropriate model of care.

## Key Responsibilities of the Roles

The Key Responsibilities of this role include:

- Provide Medical Practitioner clinical healthcare services that address the following:
  - Women's health cancer screening (including cervical and breast cancer);
  - Sexual health checks, screening and treatment;
  - Reproductive health checks (including contraception, fertility and pregnancy advice; medical terminations of pregnancy, and referrals for surgical termination of pregnancy);
  - Treatment and referrals for mental health and social and emotional wellbeing (including developing Mental Healthcare Plans);
  - Provide referrals to appropriate services (for example: General Practitioners, Specialist clinicians, Community Health, Mental Health professionals, etc).
- Provide information, education, advice and treatment on other women's health issues (for example: continence, osteoporosis, menopause, etc.).
- Work collaboratively with all PWHC Team members and Volunteers.
- Other tasks by negotiation and as requested from time to time by the Line Manager or Chief Executive Officer.

## Key Working Relationships

This position has no supervisory responsibilities.

The position works closely with the following positions:

- Other members of **PWHC Health and Wellbeing Services** team; and
- Members of **PWHC Women's Safety and Empowerment Services** team.

## Selection Criteria

PWHC considers being a woman a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act.

### Essential

- Tertiary qualifications in a medicine.
- Current registration with AHPRA (Medical Practitioner).



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Established 1987

- Fellowship with relevant professional college.
- Demonstrated knowledge and experience working with people impacted by domestic and family violence and a strong understanding of the social determinants of health and wellbeing.
- Strong capability and skills in the following areas:
  - Principles of trauma-informed care;
  - Principles of client centred care; and
  - Provision of culturally appropriate services.
- Strong understanding of the importance of and ability to maintain confidentiality and professional boundaries.
- Demonstrated capability to work independently with limited supervision and manage own time.
- Demonstrated capability to meet deadlines and manage competing priorities.
- Demonstrated understanding of feminist principles and values.
- Demonstrated understanding of cultural safety and ability to work with Aboriginal people, and people from culturally and linguistically diverse communities.

## Desirable

- Post graduate qualifications in relevant field (e.g., cancer screening, sexual health, reproductive health, general practice).
- Previous experience working in a Not-for-Profit organisation.

## Personal Attributes:

- High standard of professionalism, and confidentiality.
- Positive, “can do” attitude.
- Self-motivated and demonstrates initiative.
- Flexible and being able to adapt to changing circumstances in the workplace.
- High level of resilience and tenacity.
- Empathy for vulnerable people.

## Other Requirements of Working with Penrith Women's Health Centre

- Be eligible to work in Australia (Australian Citizen; permanent resident, or another relevant visa).
- Demonstrate commitment to and compliance with the PWHC Code of Conduct and Ethics.
- Demonstrate commitment to and compliance with all PWHC Policies and Procedures.
- Maintain client records and other documentation as required by PWHC.
- Maintain client confidentiality in accordance with the National Privacy Principles.
- Comply with mandatory reporting requirements.
- Current National Criminal History Record Check (National Police Check).
- Current NSW Working with Children Check.
- Demonstrated compliance with all relevant current Public Health Orders, including Public Health COVID 19 Vaccination orders.



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- Willing to participate in planning, performance reviews, professional development and professional supervision.
- Willing to participate in whole of organisation activities (e.g., PWHC Working Groups).

## Work Health and Safety

All Penrith Women's Health Centre team members are required to take reasonable care for their own health and safety, and that of others in the workplace. That their actions or omissions do not affect the health and safety of themselves or others in the work environment, and comply with all health and safety legislative requirements, policies and procedures as amended from time-to-time.

## Document Acceptance

No position description can capture the complexity of tasks undertaken by a role within Penrith Women's Health Centre. Therefore, this position description should not be seen as limiting. Some flexibility is required when using this position description, as there may be other tasks, not described within this description, which may be given to this position from time-to-time. Position descriptions also evolve and change over time, Penrith Women's Health Centre will revise and amend position descriptions as required.

*I have read and understood all details continued in this Position Description.*

*I acknowledge this document is not intended to constitute a complete list of my duties and I may be required to carry out other duties consistent with my position or as reasonably instructed by management.*

_____	_____	_____
<i>Employee Name</i>	<i>Employee Signature</i>	<i>Date</i>
_____	_____	_____
<i>Witness Name</i>	<i>Witness Signature</i>	<i>Date</i>

	Author:	Amendments:	Approved By:	Name of Approver:	Date Approved:
V1.0	CEO	Initial development of PD	CEO	Kath Skinner	25/10/2022