



Position description

General Practitioner – Family Planning

About Community Gateway

Since 1976 Community Gateway has been supporting disadvantaged and vulnerable people, providing welfare and capacity building programs in Lismore, throughout Northern NSW and across the state. We are person-centred, values-driven, are committed to social justice and to the financial and social inclusion of every human being.

Community Gateway is a registered charity, is QIP accredited, assessed against the *Quality Improvement Council Health and Community Services Standards* and is a child safe organisation.

As an equal employment opportunity employer, we are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

Our practice framework

Our purpose and practice framework demonstrates our commitment to our clients and the communities we serve. The framework ensures that our practice is evidence-based and is responsive to the needs of our communities, enabling positive social impact.

- Our vision is “*many tracks, one road, sustaining community.*”
- Our strategic priorities include *connection to community, progressive and planned growth and influence and leadership.*
- Our values are *integrity, respect, inclusion and compassion.*

Our services

We deliver a broad range of services funded through state and commonwealth government, fee for service and philanthropic donations. Our services include:

- Financial counselling.
- Financial capability including no interest loans and budget counselling.
- State-wide financial inclusion coordination, including facilitation of the NSW Financial Inclusion Network.
- Aboriginal homelessness case management.
- Child and adolescent trauma counselling.
- Adult trauma counselling.
- Adult counselling for survivors of sexual assault.
- Parents under Pressure program, enabling the growth of healthy relationships between parent and child.
- Family case management, supporting parents and children to create change that support life skills, attachment, and behavioural growth.
- Lismore community hub and outreach provide intake, assessment, assisted referral and a range of services to build community capacity.
- Emergency relief, supporting people in crisis.
- Volunteer management.
- Seniors' support, linking volunteers with older people experiencing social isolation.
- Accredited before school care, after school care and vacation care for school-aged children across Northern NSW.
- Supported playgroup.
- Sexual and reproductive health.

More details about our organisation and services can be found on our website nrcg.org.au.



Position overview

Details

Position title

General Practitioner – Family Planning

Program

Sexual and reproductive health

Branch

Service Delivery

Reports to

Senior Manager – Service Delivery

Award

Medical Practitioners Award 2020

Term

Permanent part-time

Probationary period

Six months

Location

Your position is primarily based at Lismore, NSW but you may be required to travel across the Northern Rivers region and to work at other sites during the course of your employment.

Summary

The Lismore and Kyogle Family Planning clinics offer bulk-billed specialised reproductive and sexual health services.

The General Practitioner – Family Planning will provide a high-quality clinical service in accordance with Lismore/Kyogle Family Planning Policies and Procedures and Family Planning NSW guidelines.

Selection criteria

Essential

1. Minimum 3 years' experience plus general registration as a medical practitioner with the Australian Health Practitioner Regulation Agency, with current authority and provider number for NSW.
2. FPAA National Certificate of Sexual and Reproductive Health or a commitment to obtaining certification within two years of commencement (you will initially need to complete a training clinic with an existing qualified GP to determine your suitability for the role).
3. Demonstrated understanding of sexual and reproductive health issues, and women's health issues.
4. Demonstrated high level of interpersonal skills.
5. Demonstrated understanding and experience using medical software, preferably "Best Practice".
6. Commitment to evidence-based medicine and continuing development.
7. Knowledge of principles of work health and safety equal employment opportunity and continuous improvement.

Additional requirements

1. Current AHPRA Registration.
2. FPAA National Certification.
3. Current Medical Indemnity Insurance.
4. Current national police check.
5. Current NSW driver licence.
6. Current NSW Working with Children Check.



Position purpose and values

- Actively support Community Gateway's vision, strategic priorities and values.
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times.
- Operate in line with Community Gateway's policies and procedures.
- Promote and work within Community Gateway's practice framework.
- Operate within legal and regulatory framework.
- Positively promote a performance-based and collaborative culture.

Key accountabilities

Position accountabilities

- Familiarity with and willingness to work in accordance with the Contraception: An Australian Clinic Handbook (SH&FPA) and Reproductive and the Sexual Health: an Australian Clinical Handbook (NSW).
- Keep up to date with legislation and regulations relevant to the provision of family planning and sexual health services.
- Present clear, informative, impartial, accurate and prompt observations (written and verbal) to team and clients.
- Excellent oral and written communications skills to transfer information clearly and effectively in a variety of contexts and formats.
- Excellent interpersonal skills with an ability to quickly build rapport and trust.
- Knowledge of human sexuality and sexual functioning, including understanding of cultural differences and individual personal values, attitudes, and beliefs and how they impact on communication with clients.
- Demonstrates understanding of the issues which may impact upon clients such as trauma, sexual identity, domestic violence, mental illness, AOD use, physical or cognitive disabilities.

- Excellent understanding of current evidence base and best practice in human services including person centred, trauma informed and developmental approaches in relation to working with a broad demographic of clients.
- Demonstrated understanding of the sensitive nature of sexual health and the importance of confidentiality for people accessing the service.
- Thorough knowledge of universal precautions and infection control principles.
- Thorough knowledge of preventative health strategies and methods.
- Participation in continued professional development.
- Participation in team meetings underpinned by a strength-based approach to team building.
- Actively engage in team development.
- Positive, responsive approach to change management.
- Work actively and collaboratively across the organisation to assist all staff to achieve their work objectives.
- Promote and model Community Gateway's values, code of conduct and professional standards to staff, clients, partners and stakeholders.
- Accurately complete and maintain all comprehensive records, reports, client data, case notes and outcomes in accordance with Community Gateway's procedures.
- Provide monthly project reports incorporating findings, outcomes and project recommendations.
- Identify and develop risk mitigation strategies relevant to your role and ensure this is documented in your agreed work plan.
- Perform other duties as directed by management.

Professional accountabilities

- Actively participate in regular organisational supervision sessions.
- Meet agreed work plan and/or funding body targets.



Many tracks, one road, sustaining community.
Northern Rivers Community Gateway

- Actively participate in all team, branch and organisation-wide all staff meetings.
- Contribute to the development of Community Gateway, through participation in organisation-wide planning and review process, performance planning reviews and other activities, as required.
- Participate in professional development opportunities as required and keep up to date with current industry trends, organisational policies and relevant legislation.
- Positively and constructively represent our organisation to external contacts at all opportunities.

Version 4

CEO approval: 24/03/2025

Position number: SD-GP-001_007