



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: AHW – Family Support Worker

Contact Name: Alicia Stewart

Telephone: (02) 6560 255



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

- Position:** AHW – Family Support Worker
- Award:** ATSIHWP + ACCHS 2020
- Classification:** AHW Grade 3 Level 1 – Grade 4 Level 1
- Salary:** \$65,306.80 - \$74,080.24
- Salary packaging:** To calculate your potential benefit follow the link <https://eziway.net.au>

Application: **Your application should consist of four parts:**

1. Selection criteria

Your application must address all the selection criteria, or your application will be marked unsuccessful

2. Completed application form
3. Resume
4. Supporting documents

Completed application to: hr@durri.org.au

or

Post marked confidential to:

Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440

Closing Date: Wednesday 14th December 2022



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes WWCC No:

Do you have a current National Police check? Yes No Date of issue:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

Position Description

Position Title: Aboriginal Health Worker - Family Support Worker	Business Unit: Programs											
Reports To: Programs Manager	Direct Reports: Nil											
Primary Objective: To improve the educational, social and health outcomes of parents/carers and promote happy families												
<p>This position is responsible for assisting Aboriginal families with a range of health and health related matters, by providing support to children 0-3 and their families to ensure the achievement of the agreed program performance indicators and improve the health outcomes of clients. An additional client group is parents in the antenatal period.</p> <p>The key objectives of the role include:</p> <ol style="list-style-type: none"> i. The project will provide family work to 8 families at any point in time. ii. Ensure the delivery of support to children 0-8, their families, parents and carers iii. Ensure that educational and promotional components of the program are effective; iv. Plan and implement care components for families; and v. Improve positive parenting practices in the local Aboriginal community 												
Position Dimension & Decision Making Authority:	Key Communication Contacts:											
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine clinical enquiries from clients and the community <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> • Complex client health problems/issues • Actions outside policy and procedure <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Chief Executive Officer</td> <td>Ongoing – Monitoring and review of program outputs and outcomes</td> </tr> <tr> <td>Program Manager</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Providing help and advice on health related problems</td> </tr> <tr> <td>All staff</td> <td>As needed – Support where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Chief Executive Officer	Ongoing – Monitoring and review of program outputs and outcomes	Program Manager	Daily – Direction and achievement of accountabilities	Client and Community	As needed – Providing help and advice on health related problems	All staff	As needed – Support where appropriate	
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
<p>1. Service Delivery</p> <p>Information and advice</p> <p>Group or individual programming</p> <p>Support groups</p> <p>Linkages to services and the community</p>	<ul style="list-style-type: none"> • Provide flexible services in convenient settings, including the family home, in order to engage clients who do not ordinarily access services • Build trusting relationships with clients • Provide information in order to assist parents/carers to understand their child's development • Work in partnership with families to identify and achieve family goals • Model positive parenting practices • Support families develop practical life skills to assist them raising their children • Provide support to help parents build confidence in their parenting skills • Facilitate informal support groups for parents, this may involve the provision of parenting information and/or advice • Establish and maintain specific and identified linkages within the local FNSW child and family network with active referrals to and from this network • Assist families build connections with appropriate services, community supports and informal social networks with other families 	<p><u>Key Indicators</u></p> <p>Information and referral:</p> <ul style="list-style-type: none"> • Number of families referred • Number of families provided with information <p>Case management e.g. home visits, centre based visits, outreach, telephone support:</p> <ul style="list-style-type: none"> • Number of family support provided to <p>Group based intervention e.g. support group, family counselling:</p> <ul style="list-style-type: none"> • Number of families supported <p>Early literacy and/or numeracy support:</p> <ul style="list-style-type: none"> • Number of initiatives/sessions facilitated and attended by families • Number of families attending sessions <p>Transition to school support:</p> <ul style="list-style-type: none"> • Number of initiatives/sessions held • Number of families attending sessions

2. Clinical Care and Program Management	<ul style="list-style-type: none"> • Provide appropriate support and advice to families and source specialised support and consultation where needed. • Arranged assessment and referrals to other health and community services as required. • Participate in the development of health promotions and education strategies for families ensuring feedback from the community is incorporated into planning. • Monitor local Family Aboriginal health matters and needs to provide advice and action plans where appropriate. 	<p>Refer to Key Indicators</p>
3. Community Care	<ul style="list-style-type: none"> • Project provides Triple P (Positive Parenting Programs) with families with children aged 3-8 years as part of the roll out of Triple P (with workers trained, accredited and provided with Triple P resources). • Project facilitates activities for groups of parents and/or children such as the provision of parenting related information. • Liaise with the other program staff to obtain information and ensure that information is accurate, easily accessible and understood by the community. • Developing partnerships with other health services and community groups to ensure the education and communication of family support issues. • Obtain feedback from the community to ascertain if communicated messages have been correctly received. 	<p>Refer to Key Indicators</p>

	<ul style="list-style-type: none"> • Liaise with the Program Manager on family support matters. • Provide education to families/carers, mothers groups, community groups and organisations involved in family support to ensure effective primary care and early intervention. 	
3. Team work and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that the function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS. • Ensure compliance with relevant OH&S legislation and that any issues are identified and actioned in line with the policy. 	<ul style="list-style-type: none"> • Participation in team meetings • Feedback from colleagues
4. Compliance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate health histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Working with Children • Home visits Policy • Confidentiality 	<ul style="list-style-type: none"> • Has read and signed off on Staff Policy and Procedure manual • Regular reports generated through Organisational software • Data quality reviews support accuracy of record keeping • Exception reporting
5. Reporting	<ul style="list-style-type: none"> • Provide statistical and management reports to meet organisational and statutory requirements including analysis, reporting of financial results and supporting recommendations. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports

6. Policy and Procedures	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the program is demonstrating consistent practices nationally and is in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program • Compliance with and understanding of EEO Legislation 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice
7. Work Place Health and Safety	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible • Compliance with WHS legislative requirements and site policies • Report all hazards, accidents or incidents which could result in injury to others or damage to property • Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards
Key Challenges:		Person Specification:

<ul style="list-style-type: none"> • Improving the Family outcomes' of Aboriginal people within LGA • Achieving program requirements within agreed deadlines • Ensuring that your program is consistent with Durri's vision and core objectives • Operating in an environment of holistic care in program delivery to client group 	<p>Qualifications & Experience –</p> <p>Essential Requirements:</p> <ul style="list-style-type: none"> • Aboriginal or Torres Strait Islander descent • Certificate III in Community services or willingness to obtain within twelve months • Demonstrated knowledge, skills and experience in family support • Strong interpersonal skills, including the ability to demonstrate empathy when required • Ability to build relationships with all levels of the organisation and the community • Demonstrated ability to work in a multi-disciplinary team • Current National Police Check and Working with Children clearance • Current valid Driver's license, minimum of Class "C" or equivalent. <p>Desirable Requirements:</p> <ul style="list-style-type: none"> • Sound knowledge of community health, public health and Aboriginal health • First Aid Certificate, or ability to obtain • Certificate IV Aboriginal Health Work (Practitioner – community) • Current immunisations or willingness to participate in staff immunisation program
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