



Durri Aboriginal Corporation Medical Service

ABN 52 730 046 875 ICN 27

Phone: (02) 6560 2300

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15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

With Compliments

Position Application Package

Position Name: AHW - Generalist - Nambucca Heads

Position No (If applicable): N/A

Contact Name: Alicia Stewart

Telephone: (02) 65602355

General Conditions of Employment

Position:	AHW – Generalist – Nambucca Heads
Position No (If applicable):	N/A
Award:	ACCHS 2010
Classification:	AHW Grade 2 to AHW Grade 4
Annual Salary Range:	Attractive salary from \$56,157.92 to \$68,507.92 Depending on qualifications and experience. Please note: appointment at the AHW Grade 4 Level is contingent on the successful applicant having gained AHPRA Registration as an Aboriginal Health Practitioner.
Award entitlements:	Uniform Allowance
For Identified positions:	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position
Benefits:	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer
Employment clearances:	Selection criteria - see page 11.
Application:	Email 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:	Monday 14 May 2018 at 5.00 pm

Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

Over the last 30 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation:

<http://macleayvalleycoast.com.au/>

<http://www.nambuccatourism.com.au/>

Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

1. Completed position application form - see page 5.

2. Covering letter

A covering letter not exceeding one page is required.

3. Resume

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

4. Selection criteria - see page 11.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

If you do not address each selection criteria your application will not be considered.

5. Supporting information

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

Late Applications

Late applications will not be considered for interviews.

Interview

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

Reference Check

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Drivers Licence:
Yes No

Drivers Licence Class:

Drivers Licence 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? If Yes provide WWCC No:

Do you have a current Police check? If Yes provide date:

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 (Generalist)	Business Unit: Primary Health Care Services - Nambucca											
Reports To: Chief Executive Officer	Direct Reports: Executive Officer or delegate											
Primary Objective:												
<p>This position is responsible for assisting Aboriginal families with a range of health and health related matters, identifying ways to improve health outcomes, working within the Primary Health Care Program to ensure the achievement of agreed program performance indicators and improvement of health outcomes for clients:</p> <ul style="list-style-type: none"> • Ensure primary health care is delivered in a culturally appropriate and culturally safe manner to the community; • Ensure that educational and promotional components of the program are effective and culturally appropriate; • Plan and implement care components within the Primary Health Team; and • Assess and improve health outcomes in the 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 Managers 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 position outputs and outcomes</td> </tr> <tr> <td>Executive Officer/delegate</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 – Linking with other programs where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Chief Executive Officer	Ongoing – monitoring and review of position outputs and outcomes	Executive Officer/delegate	Daily – Direction and achievement of accountabilities	Client and Community	As needed – Providing help and advice on health related problems	All staff	As needed – Linking with other programs where appropriate	
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical Care and Program Management	<ul style="list-style-type: none"> • Provide appropriate care and clinical advice to clients and source specialised support and consultation where needed. • Organise and coordinate specialist clinics related to the program to ensure appropriate health assessments and promotion through the region. • Assist in the development and delivery of training sessions to ensure all program and clinical staff are knowledgeable and aware of relevant program information. • Participate in the development of health promotions and education strategies ensuring feedback from the community is incorporated into planning. • Monitor local Aboriginal health matters and needs to provide advice and action plans where appropriate. 	<ul style="list-style-type: none"> • Achievement of Program KPIs
2. Community Care	<ul style="list-style-type: none"> • Liaise with the other staff to obtain information and ensure that information is accurate, easily accessible and understood by the community. • Develop partnerships with other health services and community groups to ensure the education and communication of health issues are appropriate. • Obtain feedback from the community to ascertain if communicated messages have been correctly received. • Liaise with the Executive Officer/delegate and Program Manager in the development, implementation and evaluation of community planning initiatives. 	<ul style="list-style-type: none"> • Achievement of Program KPIs

	<ul style="list-style-type: none"> • Provide education to carer's, community groups and organisations involved in care of clients 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"> • 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. 	<ul style="list-style-type: none"> • Has read and signed off on Staff Policy and Procedure manual • Regular reports generated through Organisational software • 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 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

	<p>updated First Aid Certificate and participation in Staff immunisation Program</p> <ul style="list-style-type: none"> • Compliance with and understanding of EEO Legislation 	
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 health of Aboriginal children and families within region • Achieving program requirements within agreed deadlines • Participation with relation to having a holistic approach to Aboriginal health care 	<p>Qualifications & Experience – Essential:</p> <ul style="list-style-type: none"> • Aboriginal or Torres Strait Islander decent • Certificate III qualification in Aboriginal Health or willingness to obtain same within a 12 month period together with a requirement to obtain Certificate IV Aboriginal Health Work (Practitioner- clinical) and AHPRA registration within a further 18 months • Thorough knowledge of and association with the local Aboriginal community • A sound understanding of Aboriginal health and primary health care • Current National Police Check and Working with Children clearances • Current valid driver’s license, minimum of Class “C” or equivalent <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working with health service agencies, non-government organisation, community groups and medical professionals • Sound knowledge of community health, public health and Aboriginal Health • Certificate IV Aboriginal Health (Practitioner –clinical) and AHPRA registration • Current First Aid Certificate , or ability to obtain • Current immunisations or willingness to participate in staff immunisation program <p>Core Competencies:</p> <ul style="list-style-type: none"> • Ability to build and maintain strong relationships with the organisation, local community and other key stakeholders. • Strong interpersonal skills, including the ability to demonstrated empathy when required • High level of written and verbal communication skills • Sound analysis and problem solving skills • Sound level of numeracy and demonstrated attention to detail • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands

Selection Criteria

Qualifications & Experience –

Essential:

- Aboriginal or Torres Strait Islander decent
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- A thorough knowledge of and association with the local Aboriginal community
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- Current National Police Check and Working with Children clearances
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- Experience working with health service agencies, non-government organisation, community groups and medical professionals
- Sound knowledge of community health, public health and Aboriginal Health
- Certificate IV Aboriginal Health (Practitioner –clinical) and AHPRA registration
- Current First Aid Certificate , or ability to obtain
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