



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: Aboriginal Health Worker - Health Promotions

Contact Name: Kayla Bennett

Telephone: (02) 65602313



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:** Aboriginal Health Worker - Health Promotions
- Award:** ATSIHWP + ACCHS 2020
- Classification:** AHW - Grade 3 Level 1 to Grade 4 Level 4
- Salary:** \$62,757.76 to \$70,879.12 per annum
- Application:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

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 29 December 2021 by 5.00 pm



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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 Police check? Yes 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:		



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Position Description

Position Title:	Aboriginal Health Worker - Health Promotions
Reports To:	Program Manager
Business Unit:	Program Management
Direct Reports:	
Location:	Kempsey
Primary Objective:	<p>This position is responsible for assisting Durri ACMS to support its communities of the interest to achieve the best possible health and wellbeing outcomes through targeted health promotion activities.</p> <p>The key objectives of the role include:</p> <ul style="list-style-type: none"> • To work in a collaborative manner within Durri ACMS and the wider community. • Participate in the development of strategies to address priority health and wellbeing issues in the communities serviced by Durri ACMS. • Participate in the implementation of effective health promotion activities/programs and capacity building strategies. • Population health focus on reducing health inequities.
Key Accountabilities	
1. Quality Care	<ul style="list-style-type: none"> • Develop and distribute the health promotion newsletter on bi-monthly basis. • Arrange health promotion activities on a monthly basis in assistance with the program staff. • Organise and coordinate outreach clinics related to the program to ensure appropriate health assessments and promotion through the region. • Develop and deliver training sessions to ensure all program and clinical staff are knowledgeable and aware health promotion activities. • 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.
2. Community Care	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information is accurate, easily accessible and understood by the community for health promotion.

	<ul style="list-style-type: none"> • Developing partnerships with other health services and community groups to ensure the education and communication of health issues. • Obtain feedback from the community to ascertain if communicated messages have been correctly received. • Provide education to carer's, community groups and organisations involved in care of patients to ensure effective primary care and early intervention.
3. Teamwork 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 WH&S legislation and that any issues are identified and actioned in line with the policy.
4. Communication and Community Partnership	<ul style="list-style-type: none"> • Appropriate written and verbal communication. • Ability to impart knowledge and lead HP discussions within Durri, with our partners and with consumers. • Utilises networks to develop and maintain linkages with identified key stake holders. • Represents Durri in health promotion at an organisational and local level.
5. 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.
6. 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. • A monthly report of health promotion activities is required for the Program manager.
7. 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.

Selection Criteria

Essential:

1. Aboriginal or Torres Strait Islander descent (This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977).
2. Minimum Certificate III in ATSI Primary Health Care.
3. Comprehensive knowledge and understanding of Aboriginal health issues.
4. Knowledge and experience in Health promotion/program planning, implementation, and evaluation.
5. Proven ability and substantial experience promoting Aboriginal health issues.
6. Ability to build relationships with all levels of the organisation and the community.
7. Appropriate written and verbal communication skills.
8. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
9. Professional appearance and presentation.
10. Strong interpersonal skills, including the ability to demonstrated empathy when required.
11. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.
12. Current valid Driver Licence, minimum of Class "C" or equivalent.