



## Durri Aboriginal Corporation Medical Service

ABN 52 730 046 875 ICN 27

Phone: (02) 6560 2300

Fax: (02) 6562 7069

15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

*With Compliments*

### Position Application Package

**Position Name:** AHW - Male - Safety & Wellbeing Kempsey

**Position No (If applicable):** N/A

**Contact Name:** Alicia Stewart

**Telephone:** (02) 65602355

## General Conditions of Employment

<b>Position:</b>	AHW - Male - Safety and Wellbeing - Kempsey
<b>Position No (If applicable):</b>	N/A
<b>Award:</b>	ACCHS 2010
<b>Classification:</b>	AHW Grade 2 to AHW Grade 4
<b>Salary:</b>	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.
<b>Award entitlements:</b>	Uniform Allowance
<b>For Identified positions:</b>	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position
<b>Benefits:</b>	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer
<b>Employment clearances:</b>	Selection criteria - see page 11
<b>Application:</b>	Email to: <a href="mailto:hr@durri.org.au">hr@durri.org.au</a>
<b>Or post marked confidential to:</b>	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
<b>Closing Date:</b>	Monday 11 June 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.

For nearly 40 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: .....  
Yes No

Do you have a current Police check?   If Yes provide date: .....  
Yes No

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

<b>Position Title:</b> Aboriginal Health Worker – Safety and Wellbeing	<b>Business Unit:</b> Program Management	
<b>Reports To:</b> Executive Officer	<b>Direct Reports:</b> Program Manager	
<b>Primary Objective:</b>		
<p>This position is responsible for providing culturally appropriate prevention, early intervention services in the area of Safety and Wellbeing, and to ensure the achievement of agreed program performance indicators and improvement of health outcomes of clients. The key objectives of the role include:</p> <ol style="list-style-type: none"> <li>i. Ensure that Safety and Wellbeing components of the program are effective and culturally appropriate;</li> <li>ii. Plan and provide Health &amp; Wellbeing activities within a School environment within the Nambucca and Macleay Valleys;</li> <li>iii. Work collaboratively with the Facilitator for Nambucca Valley Sports and Wellbeing program and,</li> <li>iv. Improve Safety and Wellbeing in the Aboriginal community through leisure and leadership activities.</li> </ol>		
<b>Position Dimension &amp; Decision Making Authority:</b>	<b>Key Communication Contacts:</b>	
<p><b>Without referral to manager –</b></p> <ul style="list-style-type: none"> <li>• Routine enquiries from Social Emotional &amp; Wellbeing clients and the community</li> </ul> <p><b>After Consultation Program Manager or others –</b></p> <ul style="list-style-type: none"> <li>• Complex client health problems/issues</li> <li>• Actions outside policy and procedure</li> </ul> <p><b>Referred to Program Manager or others –</b></p> <ul style="list-style-type: none"> <li>• Operational and Capital Expenditure</li> </ul>	<b>Contact/Organisation</b>	<b>Purpose/Frequency of Contact</b>
	Program Manager	Daily – Direction and achievement of accountabilities
	Client and Community	As needed – Providing assistance and advice on Safety and Wellbeing related problems
	All staff	As needed – Linking with other programs where appropriate

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical Care and Program Management	<ul style="list-style-type: none"> <li>• Plan and provide Safety and Wellbeing leisure and leadership services within the Nambucca and Macleay Valley primary schools and their communities, using the vehicles of sport, heritage and social inclusion.</li> <li>• Provide appropriate care and advice regarding Safety and Wellbeing to the client, school, family and community.</li> <li>• Coordination and delivery of leisure and leadership activities within a primary school environment, focusing on motor skill development, group play, cultural awareness and development of future stars.</li> <li>• Assist in the development and running of cultural and healthy life-style camps</li> <li>• Arrange Safety and Wellbeing assessments and referrals to other health and community services as required.</li> <li>• Organise and coordinate Safety and Wellbeing clinics in conjunction with visiting specialist and/or consultant related to the program to ensure appropriate promotion through the region/school.</li> <li>• Participate in the development of Safety and Wellbeing education strategies ensuring feedback from the school, family and community is incorporated into planning.</li> <li>• Monitor local Aboriginal Safety and Wellbeing matters and needs to provide advice and action plans where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs.</li> </ul>

<p><b>2. Community Care</b></p>	<ul style="list-style-type: none"> <li>• Regular meetings with the other program staff to confer and ensure that information regarding Safety and Wellbeing is accurate and easily accessible.</li> <li>• Develop and maintain partnerships with other health services, mainstream organisations, non-government organisations and community groups to ensure the education and communication of Safety and Wellbeing issues are appropriate.</li> <li>• Obtain feedback from the students, schools and families to ascertain if the program delivery is effective, liaise with the schools on the scope of and design programs for their specific needs.</li> <li>• Liaise with the Program Manager in the development, implementation and evaluation of the primary school programs and community events planning regarding Safety and Wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs.</li> </ul>
<p><b>3. Team work and Collaboration</b></p>	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that the Safety and Wellbeing function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS</li> <li>• Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues.</li> </ul>
<p><b>4. Compliance</b></p>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Obtain and record accurate Safety and Wellbeing histories and information to ensure compliance to all organisational policies, procedures and legislative requirements.</li> <li>• Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Has read and signed off on Staff Policy and Procedure manual</li> <li>• Regular reports generated through Organisational software</li> <li>• Exception reporting</li> </ul>



5. Reporting	<ul style="list-style-type: none"> <li>• Provide statistical and management reports to meet organisational and statutory requirements as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> </ul>
6. Policy and Procedures	<ul style="list-style-type: none"> <li>• Assist in the development of and comply with policies and procedures to ensure that the mental program is demonstrating consistent practices nationally and is in line with strategic objectives.</li> <li>• Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program</li> <li>• Compliance with and understanding of EEO Legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice</li> </ul>

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> <li>• Improving the Safety and Wellbeing of Aboriginal communities within region</li> <li>• Achieving Safety and Wellbeing program requirements within agreed deadlines</li> <li>• Participation with relation to having a holistic approach to Aboriginal health.</li> </ul>	<p><b>Qualifications &amp; Experience –</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Aboriginal or Torres Strait Islander descent.</li> <li>• Willingness to work towards obtaining Cert IV Leisure and Fitness within 18 months</li> <li>• Demonstrated knowledge, skills and experience in the Safety and Wellbeing field</li> <li>• Demonstrated experience with development of Social Emotional Wellbeing community programs</li> <li>• Demonstrated experience with coordinating community events</li> <li>• Sound knowledge of community health, public health and Aboriginal Health</li> <li>• A thorough knowledge of and association with the local Aboriginal community</li> <li>• Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels</li> <li>• Continuous developing professional competence and qualifications</li> <li>• hold all relevant security clearances including National Police Check and Working with Children clearance</li> <li>• Current valid driver's license, minimum of Class "C" or equivalent</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Current First Aid Certificate , or ability to obtain</li> <li>• Minimum Certificate III qualification in Aboriginal Health or equivalent as deemed relevant by Durri</li> <li>• Current immunisations or willingness to participate in staff immunisation program</li> </ul> <p><b>Core Competencies –</b></p> <ul style="list-style-type: none"> <li>• Ability to build and maintain strong relationships with the local community.</li> <li>• Strong interpersonal skills, including the ability to demonstrate empathy when required.</li> <li>• High level of written and verbal communication skills</li> <li>• Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands</li> <li>• Ability to build relationships with all levels of the organisation</li> </ul>

## Selection Criteria

### Qualifications & Experience –

#### Essential

- Aboriginal or Torres Strait Islander descent.
- Willingness to work towards obtaining Cert IV Leisure and Fitness within 18 months
- Demonstrated knowledge, skills and experience in the Safety and Wellbeing field
- Demonstrated experience with development of Social Emotional Wellbeing community programs
- Demonstrated experience with coordinating community events
- Sound knowledge of community health, public health and Aboriginal Health
- A thorough knowledge of and association with the local Aboriginal community
- Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels
- Continuous developing professional competence and qualifications
- hold all relevant security clearances including National Police Check and Working with Children clearance
- Current valid driver's license, minimum of Class "C" or equivalent

#### Desirable

- Current First Aid Certificate , or ability to obtain
- Minimum Certificate III qualification in Aboriginal Health or equivalent as deemed relevant by Durri
- Current immunisations or willingness to participate in staff immunisation program

### Core Competencies –

- Ability to build and maintain strong relationships with the local community.
- Strong interpersonal skills, including the ability to demonstrate empathy when required.
- High level of written and verbal communication skills
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
- Ability to build relationships with all levels of the organisation