



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 - Social and Emotional Wellbeing - Female

Position No (If applicable): N/A

Contact Name: Alicia Stewart

Contact: 02 65602355

As Durri ACMS will be closed on the afternoon of the 23.12.20 and reopening on the 4.1.2021, please email any enquiries to astewart@durri.org.au during this period.

General Conditions of Employment

Position: Aboriginal Health Worker - Social and Emotional Wellbeing - Female

Position No (If applicable): N/A

Award: ACCHS

Classification: AHW - Grade 3 - Level 1

Salary: \$1,328.48 per week

Award entitlements: Uniform Allowance

Identified positions: Pursuant to Section 14 of the Anti-Discrimination Act 1977(NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.

Benefits: 9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.

Employment clearances: Selection criteria - see page 10.

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: Friday 15 January 2021 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 10.

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 If Yes provide Date of Birth:

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

Position Title: Aboriginal Health Worker - Social and Emotional Wellbeing - Female	Business Unit: Program Management	
Reports To: Programs Manager	Direct Reports: NIL	
Primary Objective:		
<p>This position is responsible for providing culturally appropriate prevention, early intervention and clinical services in the area of social and emotional 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"> I. Ensure that educational and promotional components of the SEWB program are effective and culturally appropriate; II. Provide Narrative Therapy and support to those patients who are transitioning from hospital mental health service to primary health and vice versa; III. Assess and improve Social and Emotional Wellbeing in the Aboriginal community; IV. Host Narrative Practice Workshops for community members and health professionals V. Working in partnership and collaboration with government and non-government agencies within the Durri ACMS Footprint. 		
Position Dimension & Decision Making Authority:	Key Communication Contacts:	
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine enquiries from Social Emotional & Wellbeing clients and the community <p>After Consultation Program Manager or others –</p> <ul style="list-style-type: none"> • Complex client health problems/issues • Actions outside policy and procedure <p>Referred to Program Manager or others –</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure 	Contact/Organisation	Purpose/Frequency of Contact
	Program Manager	Daily – Direction and achievement of accountabilities
	Client and Community	As needed – Providing assistance and advice on Social, Emotional & 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"> • Plan and provide Social, Emotional and Wellbeing care services, assessing Social, Emotional and Wellbeing in the community and providing feedback to the Program team on outcomes, suggested improvements and change implementation • Provide appropriate care and advice regarding Social, Emotional & Wellbeing and Narrative Therapy practices to the community and or clients and refer to specialised support and consultation where needed • Provide education and information to clients, community and other health professionals by hosting Narrative Therapy workshops and recording number and type of attendees • Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality always • Arrange Social, Emotional & Wellbeing assessments and referrals to other health and community services as required including General Practitioners, internal programs and external organisations • Assist in the organising and coordination of Social, Emotional & Wellbeing clinics in conjunction with visiting specialists/allied health professionals 	<ul style="list-style-type: none"> • Achievement of Program KPIs

<p>2. Community Care</p>	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information regarding Social, Emotional & Wellbeing and narrative Therapy 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 Social, Emotional & Wellbeing issues are appropriate and implementing Narrative Therapy practices where applicable • Obtain feedback from the community to ascertain if communicated messages have been correctly received • Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding Social, Emotional & Wellbeing with the focus on Narrative Therapy 	<ul style="list-style-type: none"> • Achievement of Program KPIs
<p>3. Team work and Collaboration</p>	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that the Social, Emotional & Wellbeing function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS • Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy 	<ul style="list-style-type: none"> • Feedback from colleagues
<p>4. Compliance & Quality Assurance</p>	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards • Obtain and record accurate Social, Emotional & Wellbeing 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"> • Achievement of Program KPI's and regulatory standards • Has read and signed off on Staff Policy and Procedure manual • Regular reports generated through Organisational software • Exception reporting

<p>5. Workplace Health and Safety</p>	<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 • Maintain the Register of Contractors visiting and ensure appropriate inductions have been completed with new contractors • 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
<p>6. Reporting</p>	<ul style="list-style-type: none"> • Provide statistical reports to meet organisational and statutory requirements as required 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports
<p>7. Policy and Procedures</p>	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that Social and Emotional Wellbeing evaluation framework and outcomes are utilised and being met • 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

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Improving the Social, Emotional & Wellbeing of Aboriginal communities within region by use of Narrative Therapy techniques and practices • Achieving Social, Emotional & Wellbeing program requirements within agreed deadlines including hosting Narrative Therapy workshops • Participation with relation to having a holistic approach to Aboriginal health 	<p>Qualifications & Experience</p> <p>Essential:</p> <ul style="list-style-type: none"> • Aboriginal or Torres Strait Islander descent (<i>This is an identified position under Section 9A of the NSW Anti-Discrimination Act 1977</i>) • Minimum Certificate III qualification in Aboriginal Health or equivalent as deemed relevant by Durri • Demonstrated knowledge, skills and experience in the Social, Emotional and Wellbeing field, with an emphasis on Narrative Therapy, in a health and wellbeing or related setting. • 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 • Sound computer skills and experience • Strong organisational and time management skills and ability to set priorities and plan. • Ability to hold all relevant security clearances including National Police Check and Working with Children clearance • Current NSW Drivers Licence class C and ability to travel at short notice. <p>Desirable:</p> <ul style="list-style-type: none"> • 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 local community. • Strong interpersonal skills, including the ability to demonstrate empathy when required. • 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