



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 – Practitioner/Generalist

Position No (If applicable): N/A

Contact Name: Alicia Stewart

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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 – Practitioner/Generalist
Position No (If applicable):	N/A
Award:	ACCHS 2010
Classification:	AHW with Certificate III ATSIH Primary Health Care Grade 2 Level 1-3 AHW with Certificate IV ATSIH Primary Health Care (Practice) Grade 3 Level 1
Salary:	Certificate III \$58,114.00 to \$64,140 Certificate IV \$65,919.36
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 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:	Thursday 4th April 2019 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.

Position Description

Position Title: Aboriginal Health Worker (Generalist)	Business Unit: Primary Health Care	
Reports To: Executive Officer - Primary Health Care Manager	Direct Reports: Team Leader PHC	
Primary Objective:		
<p>This position is responsible for assisting Clients with a range of health and health related matters, identifying ways to improve health outcomes, working within the Primary Health Care Team to ensure the achievement of agreed program performance indicators and improvement of health outcomes of clients. The key objectives of the role include:</p> <ul style="list-style-type: none"> • Ensure health care is delivered in a culturally appropriate and culturally safe manner; • Ensure that educational and promotional components of the program are effective and culturally appropriate; • Plan and implement clinical care components within the Primary Health Care Team environment; 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 	Contact/Organisation	Purpose/Frequency of Contact
	Team Leader	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

Key Accountabilities		
Key Result Area	Responsibility/Tasks	Performance Measures:
1. Primary Health Care	<ul style="list-style-type: none"> • Assist in the provision of comprehensive, culturally appropriate health services, including promotion, prevention, early intervention, treatment and follow-up care • Perform clinical duties in all areas of the health service including but not limited to observations, assessments and treatments, blood pressure, wound dressings, ECG readings, specimen collection and other duties as required • Work closely with relevant Team Leader and PHC Nurses to assist with all aspects of the development and delivery of health care plans • Provide relief coverage for other AHW across sites as required • Liaise/providers with clients for assessments, referrals, screenings and tests as required • Coordinate, prepare documentation and assist specialist clinics as required 	<ul style="list-style-type: none"> • Achievement of Program KPIs: refer to National Key Performance Indicators (KPI)
2. Communication	<ul style="list-style-type: none"> • Conduct all face to face and telephone contact with patients in a friendly, professional manner at all times • Maintain a harmonious and cooperative relationship with work colleagues and clients • Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives • Demonstrate professional workplace behaviours • Undertake responsibilities or activities as directed by supervisor 	<ul style="list-style-type: none"> • Achievement of Program KPIs
3. Team work	<ul style="list-style-type: none"> • Actively participate in compulsory Staff and Team meetings • Contribute to process improvement and adhere to all Durri ACMS Policies and Procedures • Participate in community event as required • Be willing and able to work across Durri ACMS service sites when require 	<ul style="list-style-type: none"> • Feedback from colleagues

4. Health Promotion	<ul style="list-style-type: none"> • Support the planning, implementation and evaluation of health promotion initiatives/strategies as required • Comply with legislation, policies, procedures and protocols to achieve and maintain evidence based and effective practice in primary health care with a focus on promotion, prevention and early detection 	<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 • PDR
5. Information Management	<ul style="list-style-type: none"> • Ensure the accurate collection and recording of patient demographics in the Patient Information System (Communicare) where required • Maintain accurate recording of client records • Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities where required. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports
6. Relationship Management	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with internal staff • Develop and maintain effective collaborative relationships with key external stakeholders in particular other service providers to ensure the provision of safe and high level quality patient/client care 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice
7. Quality, Risk and Compliance	<ul style="list-style-type: none"> • Address WH&S hazards, near misses, incidents and injuries and adhere to infection control processes • Comply with the relevant legislation and regulatory standards • Continual review of own practices to: ensure compliance with clinical standards; and to ensure that the position operates within its scope of professional practice • Comply with Durri ACMS policies and procedures • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible • Observe all lawful instructions regarding health and safety • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures • Ensure all requests for patient information are responded to appropriately and within Durri ACMS policy 	<ul style="list-style-type: none"> • Performance review • Manager and colleague feedback

	<ul style="list-style-type: none"> • Ensure client and community confidentiality is maintained • Identify and make recommendations to improve service delivery outcomes (Continuous Quality Improvement) • Comply with all AHPRA registration requirements • Comply with the relevant professional code of Conduct and Standards of Practice. • Contribute as required to the maintenance of AGPAL accreditation and reaccreditation processes as required 	
Human Resources	<ul style="list-style-type: none"> • Attend all mandatory/relevant training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program • Comply with all Durri ACMs Policies and Procedures 	
Other Duties	<ul style="list-style-type: none"> • Other duties as may be required from time to time within the employee's level of skills and capacity 	

Key Challenges:

Person Specification:

- Improving the health of Aboriginal people, families and communities within region
- Achieving program requirements within agreed deadlines
- Participation with relation to having a holistic approach to Aboriginal health.

Qualifications & Experience –

Essential

- Certificate IV in Aboriginal Health Worker Primary Health Care (Practice) and ability to register with Australian Health Practitioner Regulation Agency or other qualification as deemed appropriate by Durri ACMS
- Medicare Provider Number or willingness and ability to obtain
- Demonstrated knowledge, skills and experience in fields of diabetes/chronic disease.
- Sound knowledge of Aboriginal primary health care & public health
- A thorough knowledge of and association with the local Aboriginal community
- Experience working in a primary health care environment
- Experience in the use of Client Information Systems
- Current security clearances: 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
- 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 demonstrated empathy when required.
- High level communication skills
- 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
- Ability to build relationships with all levels of the organisation and the community
- Demonstrated ability to perform baseline observations
- Professional appearance and presentation
- Demonstrated commitment

Selection Criteria

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