



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: Integrated Team Care Administration

Position No (If applicable): N/A

Contact Name: Norma Kelly

Telephone: (02) 6560 2311



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: Integrated Team Care Administration

Position No (If applicable): N/A

Award: ATSIHWP & ACCHS Award 2020

Salary: \$79,652.56 to \$83,505.76

Award entitlements: Uniform allowance

For Identified positions: Pursuant to Section 14D 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: 10.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.

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: 1 August 2022 at 5.00 pm - *with no extensions or incomplete applications being accepted.*



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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? Yes No If Yes provide Date of Birth:
 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 Title:	Integrated Team Care Administration (ITC)
Reports To:	Practice Manager - Kempsey
Business Unit:	Durri/Darrimba Maarra
Direct Reports:	nil
Location:	Durri Cultural Footprint
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 Aboriginal Health Program, Health team, and clients, to ensure the achievement of agreed program performance indicators and improvement of health outcomes of clients.</p> <p>The key objectives of the role include:</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 brokerage support is co-ordinated effectively; • Plan and implement care components with the Aboriginal Health team and • Assess and improve health in the Aboriginal community by educating and acting as an advocate for the Aboriginal community.
Key Accountabilities	
1. Clinical Care and Program Management	<ul style="list-style-type: none"> • Organise and coordinate attendance at specialist 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 of relevant program information. • Support Durri ACMS and Daarimba Maarra Primary Health care clinic team with Aboriginal health matters and provide advice and action plans where appropriate for ITC services • Work collaboratively with allied health, other clinical staff, and the Chronic Care Enhancement program, to ensure patient care is delivered in a culturally appropriate manner. • 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 complex care teams and other staff to obtain information and ensure that information 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 health issues are appropriate. • Obtain feedback from the clients to ascertain if communicated messages have been correctly received. • Liaise with the Practice / Program staff and Program Manager in the development, implementation, and evaluation of ITC services. • 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 health functions are 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. Compliance and Care Co-ordination	<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 (Communicare currently utilising/updating). • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups.
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.
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 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 qualification or commitment to commence same within 3 months period or equivalent qualification accepted by Durri ACMS and obtain Certificate IV within 18 months and application for a provider number within 1 month of completing Cert IV Certificate, Nursing or related field.
3. Ability to build relationships with all levels of the organisation and the community.
4. Demonstrated high level of computer literacy; sound working knowledge of Microsoft Office software and Client Information systems.
5. Sound knowledge of Aboriginal Primary Health Model of Care & public health.
6. Strong interpersonal skills, including the ability to demonstrate empathy when required.
7. Experience working with local Aboriginal communities, health service agencies, non-government organisation, community groups and medical professionals at all levels.
8. Continuous developing professional competence and qualifications.
9. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.
10. Current valid driver's license, minimum of Class "C" or equivalent.
11. Current immunisations, including COVID-19 vaccinations, and willingness to participate in staff immunisation program.