



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 - Generalist

Contact Name: Terri Jarrett

Position Located: Nambucca Valley

Telephone: (02) 6598 6800



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 - Generalist
- Award:** ATSIHWP + ACCHS Award 2020
- Classification:** AHW - Grade 3 Level 1 - Grade 4 Level 1
- Salary:** \$65, 306.80 - \$74,080.24 per annum
- Salary packaging:** To calculate your benefit follow the link <https://eziway.net.au>
- Application:** **Your application must consist of four parts:**

1. Selection criteria - (Your application must address all the selection criteria, or your application will be marked unsuccessful) this can be found on page 9 & 10.
2. Completed application form
3. Resume
4. Supporting documents (Proof of Aboriginality, working with children's check, National Police Check, Covid 19 Vaccination certificate and Qualifications)

Send complete application to: Recruitment@durri.org.au

or

Post marked confidential to:

Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440

Closing Date: Tuesday 04 April 2023 by 5:00pm



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

All documentation is to be sent with your application.

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 No WWCC No:

Do you have a current National Police check? Yes No Date of issue :

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 - Generalist	Business Unit: Primary Healthcare											
Reports To: Practice Manager Nambucca Valley	Direct Reports: Nil											
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 Primary Health Care Program to ensure the achievement of agreed program performance indicators and improvement of health outcomes for clients:</p> <ul style="list-style-type: none"> • Ensure health care is delivered in a culturally appropriate and culturally safe manner to the community; • Ensure that educational and promotional components of the program are effective and culturally appropriate; • Plan and implement care components within the Primary Health Team; 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 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Chief Executive Officer</td> <td>Ongoing – monitoring and review of position outputs and outcomes</td> </tr> <tr> <td>Practice Manager – Darrimba Maaraa</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Providing help and advice on health related problems</td> </tr> <tr> <td>All staff</td> <td>As needed – Linking with other programs where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Chief Executive Officer	Ongoing – monitoring and review of position outputs and outcomes	Practice Manager – Darrimba Maaraa	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	
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Primary Health Care	<ul style="list-style-type: none"> • Assist in the provision of comprehensive, culturally appropriate primary health services, including promotion, prevention, early intervention, treatment and follow-up care • Perform clinical duties including but not limited to observations, assessments and treatment, blood pressure, wound dressing, 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 • 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
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 	<ul style="list-style-type: none"> • Achievement of Program KPIs • Feedback from colleagues

	<ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of the workplace in order to meet organisation objectives • Demonstrate professional workplace behaviours • Undertake responsibilities or activities as directed by supervisor 	
3. Team work and Self-Management	<ul style="list-style-type: none"> • Participate in professional development including self-directed learning and mandatory training. • Ensure that all communication is completed in a professional and polite manner. • Identify and participate in own performance development and training for continuous improvement. • Assist other team members as required and provide support across all departments as necessary. 	<ul style="list-style-type: none"> • Mandatory training/development successfully completed. • Elective/self-directed training and development successfully completed within agreed timeframe. • Feedback from colleagues and clients - minimal complaints.
4. Health Promotion	<ul style="list-style-type: none"> • Contribute to 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"> • Achievements of KPI's

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 	<ul style="list-style-type: none"> • Performance review • Manager and colleague feedback

	<ul style="list-style-type: none">• 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• 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	
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Key Challenges:	Selection Criteria:
<ul style="list-style-type: none"> • Improving the health of Aboriginal children and families within region • Achieving program requirements within agreed deadlines • Participation with relation to having a holistic approach to Aboriginal health care 	<p>Qualifications & Experience –</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Aboriginal or Torres Strait Islander descent (This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977). Confirmation of Aboriginality is required. 2. Certificate III Aboriginal Health or commitment to commence same within 3 months period or equivalent qualification accepted by Durri ACMS. 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. Ability to maintain confidentiality and to exercise tact, initiative and sound judgement. 8. Current First Aid Certificate or ability to obtain. 9. Current valid unrestricted NSW Driver licence, minimum of Class “C” or equivalent.

	<p>10. Ability to hold all relevant security clearances including National Police Check and Working with Children check clearance.</p> <p>Desirable:</p> <ol style="list-style-type: none">1. Working towards Certificate IV in Aboriginal Health Worker Primary Health Care (Practice) and ability to register with Australian Health Practitioner.2. Medicare Provider Number or willingness and ability to obtain.
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