



## Durri Aboriginal Corporation Medical Service

ABN 52 730 046 875 ICN 27

Phone: (02) 6560 2300

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15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

*With Compliments*

### **Position Application Package**

**Position Name:** Aboriginal Health Worker - Bowraville

**Position No (If applicable):**

**Contact Name:** Paula Skinner

**Telephone:** (02) 65602307

## General Conditions of Employment

<b>Position:</b>	Aboriginal Health Worker - Bowraville
<b>Position No (If applicable):</b>	
<b>Award:</b>	ACCHS
<b>Classification:</b>	AHW Grade 3
<b>Employment Status:</b>	Part-Time - 3 days per week
<b>Salary:</b>	Commencing \$773.50 per week
<b>Award entitlements:</b>	Uniform Allowance
<b>Identified position:</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 10
<b>Applications:</b>	Email to: <a href="mailto:hr@durri.org.au">hr@durri.org.au</a>
<b>Or post marked confidential to:</b>	Application Chief Operations Officer Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
<b>Closing Date:</b>	Monday 09 October 2017 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.

Over the last 30 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://www.nambuccatourism.com.au/>  
<http://macleayvalleycoast.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** - as 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?  Yes  No  If Yes provide WWCC No: .....

Do you have a current Police Check?  Yes  No  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 Description

<b>Position Title:</b> Aboriginal Health Worker (General)		<b>Business Unit:</b> Program Management									
<b>Reports To:</b> Program Manager		<b>Direct Reports:</b> Nil									
<b>Primary Objective:</b>											
<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 Child Health team, and clients, 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"> <li>i. Ensure Family health care is delivered in a culturally appropriate and culturally safe manner to the community;</li> <li>ii. Ensure that educational and promotional components of the program are effective and culturally appropriate;</li> <li>iii. Plan and implement care components with the Family Therapist; and</li> <li>iv. Assess and improve child health and family health in the Aboriginal community.</li> </ul>											
<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 clinical enquiries from clients and the community</li> </ul> <p><b>After Consultation Managers 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 managers or others –</b></p> <ul style="list-style-type: none"> <li>• Operational and Capital Expenditure</li> </ul>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Contact/Organisation</th> <th style="width: 50%;">Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Practice/Program Manager</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	Practice/Program Manager	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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<b>Key Accountabilities</b>											
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>									
1. Clinical Care and Program Management	<ul style="list-style-type: none"> <li>• Provide appropriate care and clinical advice to clients and source specialised support and consultation where needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> </ul>									

	<ul style="list-style-type: none"> <li>• Source specialised support and consultation where needed as part of the Family Support program.</li> <li>• Arranged assessment and referrals to other health and community services as required.</li> <li>• Organise and coordinate specialist clinics related to the program to ensure appropriate health assessments and promotion through the region.</li> <li>• Develop and deliver training sessions to ensure all program and clinical staff are knowledgeable and aware of relevant program information.</li> <li>• Participate in the development of health promotions and education strategies ensuring feedback from the community is incorporated into planning.</li> <li>• Monitor local Aboriginal health matters and needs to provide advice and action plans where appropriate.</li> </ul>	
<b>2. Community Care</b>	<ul style="list-style-type: none"> <li>• Liaise with the other program staff to obtain information and ensure that information is accurate, easily accessible and understood by the community.</li> <li>• Developing partnerships with other health services and community groups to ensure the education and communication of health issues are appropriate.</li> <li>• Obtain feedback from the community to ascertain if communicated messages have been correctly received.</li> <li>• Liaise with the Program Manager in the development, implementation and evaluation of community planning.</li> <li>• Provide support to carer's, community groups and organisations involved in care of clients to ensure effective primary care and early intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> </ul>
<b>3. Team work and Collaboration</b>	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that the function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS</li> <li>• Ensure compliance with relevant OH&amp;S 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>
<b>4. Compliance</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</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>

	<ul style="list-style-type: none"> <li>• Obtain and record accurate health 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>	
<b>5. Reporting</b>	<ul style="list-style-type: none"> <li>• Provide statistical and management reports to meet organisational and statutory requirements including analysis, reporting of financial results and supporting recommendations.</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>
<b>6. Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• 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.</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 health of Aboriginal children and families within region</li> <li>• Achieving 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>• Minimum Certificate III qualification in Aboriginal Health or Community Services or willingness to obtain within 6 months.</li> <li>• Sound knowledge of community health, public health and Aboriginal Health</li> <li>• A through knowledge of and association with the local Aboriginal community</li> <li>• Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels</li> <li>• Continuous developing professional competence and qualifications</li> <li>• Ability to hold all relevant security clearances including National Police Check and Working with Children clearance</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Current valid driver's license, minimum of Class "C" or equivalent</li> <li>• Current First Aid Certificate , or ability to obtain</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 demonstrated empathy when required.</li> <li>• High level of written and verbal communication skills</li> <li>• Analysis and problem solving skills</li> <li>• Sound level of numeracy and demonstrated attention to detail</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 and the community</li> <li>• Demonstrated ability to perform baseline observations</li> <li>• Professional appearance and presentation</li> <li>• Demonstrated commitment</li> </ul>

## Selection Criteria

### Essential

- Minimum Certificate III qualification in Aboriginal Health or Community Services or willingness to obtain within 6 months.
- Sound knowledge of community health, public health and Aboriginal Health
- A through knowledge of and association with the local Aboriginal community
- Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels
- Continuous developing professional competence and qualifications
- Ability to hold all relevant security clearances including National Police Check and Working with Children clearance

### Desirable

- Current valid driver's license, minimum of Class "C" or equivalent
- 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 of written and verbal 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