



Durri Aboriginal Corporation Medical Service

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15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

With Compliments

Position Application Package

Position Name: Aboriginal Health Worker - Health Promotions

Position No (If applicable):

Contact Name: Paula Skinner

Telephone: (02) 65602307

General Conditions of Employment

Position:	Aboriginal Health Worker – Health Promotion
Position No (If applicable):	
Award:	ACCHS
Classification:	AHW Grade 3
Salary:	Commencing \$63,690 per annum
Award entitlements:	Uniform Allowance
Identified position:	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position
Benefits:	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer
Employment clearances:	Selection criteria - see page 10
Applications:	Email to: hr@durri.org.au
Or post marked confidential to:	Application Chief Operations Officer Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
Closing Date:	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 - 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.

Position Description

Position Title: Aboriginal Health Worker – Health Promotions / Smoking Cessation		Business Unit: Program Management								
Reports To: Program Manager		Direct Reports:								
Primary Objective:										
<p>This position is responsible for assisting Aboriginal people with a range of health and health related matters, indentifying ways to improve health outcomes, providing support to the promotion of good health 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 the delivery of general health care to the community; ii. Ensure that educational and promotional components of the program are effective; iii. Plan and implement care components; and iv. Assess and improve health 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 with manager 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>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 – Support where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	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 – Support where appropriate
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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 – Support where appropriate									
Key Accountabilities										
Key Result Area	Major Activities	Performance Measures:								
1. Clinical Care and Program Management	<ul style="list-style-type: none"> • Provide appropriate care and clinical advice to clients and source specialised support and consultation where needed. • Develop and distribute the health promotion newsletter on bi monthly basis 									

	<ul style="list-style-type: none"> • Arranged health promotion activities on a monthly basis in assistance with the program staff • Organise and coordinate outreach 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 health promotion activities • 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. • Develop and Conduct weekly Smoking Cessation Clinic 	
2. Community Care	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information is accurate, easily accessible and understood by the community for health promotion. • Developing partnerships with other health services and community groups to ensure the education and communication of health issues. • Obtain feedback from the community to ascertain if communicated messages have been correctly received. • Liaise with the Program Manager and other clinical staff in the development, implementation and evaluation of community care plans. • Provide education to carer's, community groups and organisations involved in care of patients 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 the function is operating effectively and efficiently, while maintaining a harmonious team environment. Within Durri ACMS and Health outposts • Ensure compliance with relevant OH&S legislation and that any issues are identified and actioned in line with the policy. 	
4. Compliance	<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. 	

	<ul style="list-style-type: none"> • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Working with Children • Home visits Policy • Confidentiality 	
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. • A monthly report of health promotion activities is required for the Program manager 	
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 	

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Improving the health of Aboriginal people within region • Achieving program requirements within agreed deadlines • Ensuring that your program is consistent with Durri's vision and core objectives • Participation with relation to having a holistic approach to Aboriginal health. 	<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Minimum Certificate III qualification in Aboriginal Health or willingness to obtain within 6 months • Comprehensive knowledge and understanding of Aboriginal health issues. • Demonstrated experience in delivering Smoking Cessation Education • Demonstrated experience in Event Management • Demonstrated experience in Community Engagement • Proven ability and substantial experience promoting Aboriginal health issues. • Ability to build relationships with all levels of the organisation and the community. • Appropriate written and verbal communication skills. • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands. • Professional appearance and presentation. • Strong interpersonal skills, including the ability to demonstrated empathy when required. <p>Applicants must be able to demonstrate:</p> <ul style="list-style-type: none"> • Aboriginal or Torres Strait Islander descent • Ability to hold all relevant security clearances including National Police Check and Working with Children clearance • Current valid Driver's license, minimum of Class "C" or equivalent

Selection Criteria

Essential:

- Minimum Certificate III qualification in Aboriginal Health or willingness to obtain within 6 months
- Comprehensive knowledge and understanding of Aboriginal health issues.
- Demonstrated experience in delivering Smoking Cessation Education
- Demonstrated experience in Event Management
- Demonstrated experience in Community Engagement
- Proven ability and substantial experience promoting Aboriginal health issues.
- Ability to build relationships with all levels of the organisation and the community.
- Appropriate written and verbal communication skills.
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
- Professional appearance and presentation.
- Strong interpersonal skills, including the ability to demonstrated empathy when required.

Applicants must be able to demonstrate:

- Aboriginal or Torres Strait Islander descent
- Ability to hold all relevant security clearances including National Police Check and Working with Children clearance
- Current valid Driver's license, minimum of Class "C" or equivalent