



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: AHW – Senior Aboriginal Health Worker

Contact Name: Paula Skinner

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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:	AHW – Senior Aboriginal Health Worker
Award:	ATSIHWP + ACCHS 2020
Classification:	AHW Grade 5 Level 1
Salary packaging:	To calculate your potential benefit follow the link https://eziway.net.au
Application:	Your application should consist of four parts:

1. Completed application form (page 4)
2. **Selection Criteria** - *Your application must answer all of the Selection Criteria essential questions, for example the questions listed 1 to 9 below, or your application will be marked unsuccessful* Completed application to:

Selection Criteria:

Essential:

1. Aboriginal and/or Torres Strait Islander person. *(This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977.)*
2. Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) or higher qualification.
3. Registration as an Aboriginal Health Practitioner with AHPRA or eligibility to obtain registration (where applicable).
4. Demonstrated experience working with Aboriginal children, families and communities.
5. Demonstrated leadership, mentoring and workforce development experience.
6. Strong understanding of Aboriginal culture, kinship systems and community protocols.
7. Demonstrated understanding of culturally safe, trauma-informed and family-centred practice.
8. Experience working within maternal, child and family health, community health or primary health care settings.
9. Experience participating in multidisciplinary care planning and care coordination.
10. Excellent communication, advocacy and relationship-building skills.
11. Demonstrated ability to work collaboratively with government, non-government and community stakeholders.
12. High level written, verbal

13. Sound computer literacy, including Microsoft Office and electronic client management systems (Communicare experience desirable).
14. Well-developed organisational and time management skills with the ability to manage competing priorities.
15. Ability to maintain accurate clinical documentation, data collection and reporting requirements.
16. Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations
17. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance
18. Current valid driver's license, minimum of Class "C" or equivalent

3. Resume

4. Supporting documents

- Working with children check, qualifications, registration, driver licence, national police check
- Vaccination Declaration Form, Appendix 6

(Adopted and endorsed by Durri CEO Clinical Governance Committee 10 May 2023)

Click on the links below to Complete NSW Health Undertaking/Declaration Form & find Occupational Assessment, Screening and Vaccination against Infectious Diseases Policy.

This form must be completed by all new workers, students and existing staff applying for new positions or undergoing vaccination and screening requirements outlined in the NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy Directive (the "policy directive"). This includes volunteers/facilitators/ contractors (including visiting medical officers and agency staff) who provide services for or on behalf of Durri ACMS.

<https://www.health.nsw.gov.au/immunisation/Documents/Occupational/appendix-6-declaration.pdf>

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2024_015.pdf

Email your completed 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 27 October 2026 by 5.00pm - No late applications will be accepted.



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: ☐ Yes ☐ No Class: 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 WWCC No:

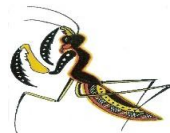
Do you have a current National Police check? ☐ Yes ☐ No Date of issue:

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: First Steps Together – Senior Aboriginal Health Worker	Business Unit: Program Management
Reports To: Programs Manager	Direct Reports: NIL
Employment type: Fulltime	
Position base: Kempsey	
Introduction:	
<p>Durri Aboriginal Corporation Medical Service (Durri ACMS) is committed to improving the health and wellbeing of Aboriginal and Torres Strait Islander people and communities across the Macleay and Nambucca Valleys through culturally safe, community-led, and holistic models of care.</p> <p>The First Steps Together Program is an Aboriginal-led, relationship-based child and family health program that supports Aboriginal and Torres Strait Islander families from pregnancy through the first years of a child's life. The program is founded on Aboriginal ways of knowing, being and doing, recognising that culture is the foundation of healthy pregnancies, strong families, and lifelong wellbeing.</p> <p>The Aboriginal Health Worker – Child and Family play a central role in delivering culturally safe, family-led care through home visiting, outreach, clinic-based services, and community engagement. Working alongside Child and Family Health Nurses, Midwives, General Practitioners, Allied Health Professionals and community partners, the Aboriginal Health Worker provides cultural leadership, health education, advocacy, care coordination, and practical support that strengthens families and promotes connection to culture, kin, Country, and community.</p> <p>Home visiting is a core component of the First Steps Together model. Through regular visits in family homes and community settings, the Aboriginal Health Worker builds trusting relationships, supports engagement with health services, promotes parenting confidence, provides culturally appropriate education, assists with developmental monitoring, and helps families navigate services to ensure they receive coordinated, wraparound care.</p>	
Primary Objective:	
<p>The primary objective of this position is to improve the health, wellbeing, and developmental outcomes of Aboriginal and Torres Strait Islander children by delivering culturally responsive, family-led care through home visiting, outreach, and community-based services. The Aboriginal Health Worker partners with families, Child and Family Health Nurses, and the multidisciplinary team to build strong therapeutic relationships, strengthen parenting capacity, facilitate access to health and community services, coordinate wraparound support, promote cultural identity and connection, and contribute to Closing the Gap by ensuring every child has the best possible start in life.</p> <p>The Senior Aboriginal Health Worker will:</p> <ul style="list-style-type: none">• Provide cultural leadership across all components of the First Steps Together Model of Care.	

Initial:

- Ensure Aboriginal voices, perspectives and cultural knowledge inform program development, delivery and evaluation.
- Deliver culturally safe, family-centred care to Aboriginal and Torres Strait Islander children and families from pregnancy through to early childhood through, outreach, clinic-based services, and community engagement.
- Build trusting, respectful, and therapeutic relationships with children, parents, carers, and extended family, promoting engagement with health services and supporting families to achieve their own health and wellbeing goals.
- Support the growth and capability of the Aboriginal Health Worker workforce through mentoring, supervision and professional development.
- Strengthen cultural safety and cultural responsiveness across the multidisciplinary team.
- Promote family-centred, community-led approaches that improve maternal, child and family health outcomes.
- Strengthen community trust, engagement and participation in services.
- Support achievement of Closing the Gap outcomes and organisational strategic priorities.
- Contribute to evaluation, reporting and continuous quality improvement activities.
- Work collaboratively with internal programs, external service providers, and community organisations to strengthen integrated service delivery and contribute to Closing the Gap outcomes for Aboriginal and Torres Strait Islander children and families.

Initial:

Senior AHW First Steps together Effective 00/00/00_Reviewed 20/02/2024_Next review 20/02/2025_Version 1

Position Dimension & Decision Making Authority:	Key Communication Contacts:	
<p>Without referral to manager –</p> <ul style="list-style-type: none"> Routine enquiries from clients, their partners and the community <p>After Consultation Program Manager or others –</p> <ul style="list-style-type: none"> Complex client health problems/issues Actions outside policy and procedure <p>Referred to Program Manager or others –</p> <ul style="list-style-type: none"> Operational and Capital Expenditure 	<p>Contact/Organisation</p> <p>Program Manager Team Leader</p> <p>Client and Community</p> <p>All staff</p>	<p>Purpose/Frequency of Contact</p> <p>Daily – Direction and achievement of accountabilities Daily/weekly – Direction and reflective practice</p> <p>As needed – Providing assistance and advice on Social, Emotional & Wellbeing related problems</p> <p>As needed – Linking with other programs where appropriate</p>

Initial:

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Program Management	<ul style="list-style-type: none"> • Coordinate the delivery of culturally safe, family-led services across the First Steps Together Model of Care. • Ensure Aboriginal cultural knowledge, values and practices are embedded throughout all aspects of program delivery. • Assist with orientation and onboarding of new Aboriginal staff. • Assist with orientation and onboarding of new staff. • Deliver culturally safe, family-centred services through home visiting, outreach, clinic-based care and community engagement in partnership with Child and Family Health Nurses. • Build and maintain trusting therapeutic relationships with children, parents, carers and extended family through relationship-based practice. • Provide culturally appropriate health education, practical support, advocacy and health promotion to improve child, family and community wellbeing. • Assist with maternal, infant and child health assessments, developmental screening, growth monitoring, health checks and immunisation activities within scope of practice. 	<ul style="list-style-type: none"> • Achievement of Program KPIs • Use of Communicare • Families receive coordinated, culturally safe and timely services. • Client documentation is completed accurately and within required timeframes. • Referrals and care coordination are completed efficiently with minimal delays. • Cultural activities and group programs are delivered according to the annual work plan. • Program reporting requirements are completed accurately and on time. • Continuous quality improvement initiatives are actively supported and implemented. • Participation in Monthly Meetings • Positive feedback from families and community stakeholders regarding cultural safety. • Cultural considerations embedded within program planning and service delivery. • Evidence of Aboriginal community participation in program activities. • Increased family engagement and retention within the program.

Initial:

	<ul style="list-style-type: none"> • Work collaboratively with Nurses, Midwives, Aboriginal Health Workers, Allied Health and partner agencies to coordinate holistic care. • Support the planning and delivery of culturally appropriate group education programs, parenting activities and community events. • Participate in multidisciplinary Care Yarns, case conferences and care planning meetings. • Maintain accurate client records, documentation and data collection within Communicare and other organisational systems. • Contribute to continuous quality improvement activities, program evaluation and achievement of program objectives and funding requirements. • Support the development and implementation of culturally appropriate resources, policies and procedures. • Foster a workplace culture that values Aboriginal knowledge, cultural practices and community leadership. • Provide cultural advice and support to non-Aboriginal staff and multidisciplinary team members. • Monitor client engagement and identify families requiring additional support or follow-up. • Maintain accurate documentation, case notes and client records in accordance with organisational and legislative requirements. 	
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Initial:

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| | <ul style="list-style-type: none"> • Contribute to data collection, reporting and continuous quality improvement activities. • Support implementation of the First Steps Together Model of Care and contribute to service planning and evaluation. • Ensure cultural considerations are incorporated into program policies, procedures and service delivery. • Develop and/or source culturally appropriate materials suitable for use in the Program. • Conducts Client Feedback Surveys and checks-in with client at key milestones to seek feedback about the program from the client's perspective • Maintains confidentiality and documented records as required. • Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality always. • Participate in the development of First Steps together promotions and education strategies ensuring feedback from the community is incorporated into planning. • Monitor local Aboriginal MCFH matters and needs to provide advice and action plans where appropriate. • Contributes to the gathering and documentation of accurate client data. • Undertakes a range of additional general duties relevant to the position as required by the organization and Programs Manager | |
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Initial:

<p>2. Community Care</p>	<ul style="list-style-type: none"> • Build respectful, trusting and culturally safe relationships with Aboriginal and Torres Strait Islander families. • Promote Aboriginal ways of knowing, being and doing throughout all aspects of service delivery, ensuring culturally safe and family-led care • Support families to strengthen parenting confidence, child development, health literacy and social and emotional wellbeing through culturally appropriate education and practical assistance. • Develop and facilitate health promotion activities, yarning circles, parenting programs and community education sessions. • Advocate for families and assist them to navigate health, education, disability and social support systems. • Develop collaborative partnerships with internal programs, schools, early childhood services, hospitals, government agencies and community organisations. • Identify barriers to service access and work proactively with families and service providers to improve engagement and continuity of care. • Promote early intervention and prevention through outreach, community engagement and health promotion initiatives. • Facilitate connection to Country, culture, kinship and community as protective factors for health and wellbeing. 	<ul style="list-style-type: none"> • Achievement of Program KPIs • High levels of family engagement and participation in program activities. • Positive feedback from families regarding cultural safety and quality of care. • Increased participation in cultural activities and community events. • Families demonstrate improved access to health and support services. • Timely identification and referral of families requiring additional support. • Strong relationships established with Elders and community stakeholders. • Increased participation and engagement of families within the program. • Positive client and community feedback. • Increased attendance at group activities and community programs. • Effective referral pathways and service partnerships established. • Improved access to services for vulnerable families. • Evidence of culturally safe practice across service delivery.
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Initial:

	<ul style="list-style-type: none"> • Conduct outreach and home visits where appropriate to strengthen engagement and reduce barriers to accessing services. • Coordinate and facilitate cultural healing activities, yarning circles, parenting groups and family events. • Work closely with Elders and community members to ensure cultural authority informs service delivery. • Advocate for families and support them to navigate health, education and community services. • Identify emerging social, emotional and cultural support needs and facilitate appropriate referrals. • Encourage family participation in health promotion, developmental activities and community events. • Provide cultural advice and support to multidisciplinary team members to strengthen culturally responsive service delivery. 	
3. Team work and Collaboration	<ul style="list-style-type: none"> • Work collaboratively with Child and Family Health Nurses, Midwives, Aboriginal Health Practitioners, General Practitioners, Allied Health Professionals and external agencies to deliver integrated care. • Participate in multidisciplinary Care Yarns, case conferences and care planning meetings. • Share cultural knowledge and provide guidance to support culturally responsive practice across the team. 	<ul style="list-style-type: none"> • Positive feedback from colleagues, clients and partner organisations. • Active participation in multidisciplinary meetings and case conferences. • Demonstrated collaboration across internal and external services. • Demonstrates effective collaboration across multidisciplinary teams. • Regularly participates in Care Yarns, case conferences and team meetings. • Completion of mandatory training and professional development requirements. • Contribution to quality improvement initiatives. • Compliance with organisational policies, professional standards and legislative requirements. • Demonstrates professionalism, accountability and leadership consistent with Durri's values. • Demonstrated commitment to culturally safe, respectful and collaborative practice.

Initial:

	<ul style="list-style-type: none"> • Support Aboriginal leadership by promoting culturally safe practice and recognising the value of cultural knowledge alongside clinical expertise. • Foster respectful and collaborative relationships with internal programs and external service providers. • Support Aboriginal and non-Aboriginal staff to strengthen cultural capability through mentoring and shared learning. • Contribute to policy development, quality improvement initiatives and program evaluation activities. • Maintain professional communication with families, colleagues and partner organisations. • Attend team meetings, supervision, mandatory training and professional development opportunities. • Promote a positive, inclusive and culturally safe workplace culture. • Uphold Durri's values, Code of Conduct and all organisational policies and procedures. • Actively contribute to achieving the objectives of the First Steps Together Model of Care and Closing the Gap priorities. 	
5. Compliance & Quality Assurance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards • Has read and signed off on Staff Policy and Procedure manual • Utilisation and reporting from Communicare • Participates in Professional Development to meet Program requirements including Monthly program Meetings.

Initial:

	<ul style="list-style-type: none"> • Ensure cultural perspectives inform evaluation processes. • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation. • . 	
6. Work place Health and Safety	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible • Compliance with WHS legislative requirements and site policies. • Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors • Report all hazards, accidents or incidents which could result in injury to others or damage to property; • Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards
6. Reporting	<ul style="list-style-type: none"> • Provide statistical reports to meet organisational and statutory requirements as required. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports • Use of Communicare
7. Policy and Procedures	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the First 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

Initial:

	<p>Steps Together Model of Care is demonstrating consistent practices nationally and is in line with strategic objectives.</p> <ul style="list-style-type: none"> • 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 	
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Key Challenges:	Person Specification:
<ul style="list-style-type: none"> ➤ Leading cultural governance within a multidisciplinary health environment. ➤ Balancing community expectations, workforce support and program outcomes. ➤ Supporting families experiencing complex social, health and wellbeing challenges. ➤ Maintaining strong community relationships whilst managing organisational priorities. ➤ Supporting cultural safety across a diverse workforce. ➤ Ensuring Aboriginal ways of working remain central within integrated service delivery. 	<p>Essential</p> <ol style="list-style-type: none"> 1. Aboriginal and/or Torres Strait Islander person. <i>(This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977.)</i> 2. Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) or higher qualification. 3. Registration as an Aboriginal Health Practitioner with AHPRA or eligibility to obtain registration (where applicable). 4. Demonstrated experience working with Aboriginal children, families and communities. 5. Demonstrated leadership, mentoring and workforce development experience. 6. Strong understanding of Aboriginal culture, kinship systems and community protocols. 7. Demonstrated understanding of culturally safe, trauma-informed and family-centred practice. 8. Experience working within maternal, child and family health, community health or primary health care settings. 9. Experience participating in multidisciplinary care planning and care coordination. 10. Excellent communication, advocacy and relationship-building skills. 11. Demonstrated ability to work collaboratively with government, non-government and community stakeholders. 12. High level written, verbal 13. Sound computer literacy, including Microsoft Office and electronic client management systems (Communicare experience desirable). 14. Well-developed organisational and time management skills with the ability to manage competing priorities.

Initial:

15. Ability to maintain accurate clinical documentation, data collection and reporting requirements.
16. Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations
17. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance
18. Current valid driver's license, minimum of Class "C" or equivalent

Desirable

1. Current First Aid Certificate, or ability to obtain
2. Diploma or higher qualification in Aboriginal Primary Health Care, Child and Family Health, Community Services or a related discipline.
3. Registration as an Aboriginal Health Practitioner.
4. Experience working within Child and Family Health, Maternal Health, First 2000 Days, Early Childhood or home visiting programs.
5. Experience coordinating paediatric clinics, specialist outreach clinics or multidisciplinary case conferences.
6. Knowledge and experience using ASQ-TRAK, developmental screening tools or child development programs.
7. Experience facilitating parenting groups, yarning circles and community education programs.
8. Knowledge of trauma-informed, strengths-based and family-led models of care.
9. Understanding of the Closing the Gap Priority Reforms and Aboriginal Community Controlled Health Service model.
10. Experience working with vulnerable families experiencing complex social and health needs.
11. Demonstrated experience participating in quality improvement activities, service planning and program evaluation.
12. Experience in program monitoring, evaluation and reporting.
13. Knowledge of Aboriginal Community Controlled Health Organisations and governance structures.
- 14.

Core Competencies –

1. Ability to build and maintain strong relationships with the local community.

Initial:

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| | <ol style="list-style-type: none">2. Strong interpersonal skills, including the ability to demonstrate empathy when required.3. Ability to build relationships with all levels of the organisation |
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Initial: