



Bulgarr Ngaru
Medical Aboriginal Corporation

Aboriginal Health Worker

Bulgarr Ngaru Medical Aboriginal Corporation (BNMAC) is looking for a motivated Aboriginal Health Worker to join our team at Bugalwena General Practice in Tweed Heads South

Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act NSW 1977.

This position is responsible for providing culturally sensitive early intervention and clinical services to address general health in the Aboriginal community.

Critical Responsibilities:

The successful applicant will be responsible for:

- Plan and provide health care services, assessing primary care in the community and providing feedback to the EO on outcomes, suggested improvements and change implementation.
- Provide appropriate care and clinical advice to clients and source specialised support and consultation where needed.
- Organise and coordinate programs to ensure appropriate health assessments throughout the region.
- Participate in the development of health promotions and education strategies ensuring feedback from the community is incorporated into planning.
- Monitor local health needs to provide advice and action plans where appropriate.
- Maintain absolute confidentiality of patient medical records (The divulging of patient records to other than medical staff will be regarded as grounds of dismissal).
- Collect, collate and coordinate health statistics and information processes for the advancement of Aboriginal health and well-being.
- Implement and evaluate public health strategies, programs and services directed to the needs of the Aboriginal community of the region.
- Actively participate and be committed to the process of continuous quality improvement as outlined in the BNMAC Quality Policy. This commitment incorporates the ISO and RACGP standards for accreditation.
- Submit written report when required to the EO in the form of narrative and statistical data.
- Support the aims and objectives of the organisation

- Be aware and adhere to Bulgarr Ngaru Medical Aboriginal Corporation Policies and Procedures.
- Be aware of and participate in staff performance reviews.
- Attend all Gazetted internal and external mandatory training as required.
- Attend staff meetings.
- Other duties as required.

Critical Selection Criteria:

- Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act. NSW 1977.
- The successful candidate will have the ability to think analytically and strategically; show initiative and business awareness and have a positive attitude to change.
- Minimum Certificate IV qualification in Aboriginal Health or willingness to obtain.
- Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels.
- Sound knowledge of community health, public health and Aboriginal Health.
- Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face.
- Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.
- Teamwork: willingness to assist and support others as required and get on with team members.
- Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Current valid driver's license, minimum of Class "C" or equivalent
- Current First Aid Certificate, or ability to obtain
- National Police Check and NSW Working with Children clearance

We encourage and thank all applicants for their time, however only shortlisted applicants will be contacted.

Please address the selection criteria above and send all applications to hr@bnmac.com.au

Closing Date 8 November 2019