



POSITION DESCRIPTION

JOB TITLE	ABORIGINAL HEALTH WORKER
DATE	28 th February 2018.
REPORTS TO	EXECUTIVE OFFICER

POSITION DESCRIPTION

Position purpose	This position is responsible for providing culturally sensitive early intervention and clinical services to address general health in the Aboriginal community.
Main tasks	<p>Core objectives include:</p> <ul style="list-style-type: none">• 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.

[Type text]

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Required qualities

- Empathy with our clients and their community.
- Professional approach.
- Ability to work under pressure.
- Organizational and time management skills.
- Excellent attention to detail.

Desired competencies

- Analytical thinking.
- Initiative.
- Business awareness.
- Tenacity.
- Strategic thinking.
- Positive approach to change.

PERSON SPECIFICATION

Qualifications

- Minimum Certificate IV qualification in Aboriginal Health or willingness to obtain

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

-

Experience

- Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels

-

Knowledge

- Sound knowledge of community health, public health and Aboriginal Health

-

Skills & competencies

- **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.

Personal attributes

- Professional approach (essential).
- Confident manner (essential).
- Positive approach to change (essential).

[Type text]

Other

- Current valid driver's license, minimum of Class "C" or equivalent
- Current First Aid Certificate , or ability to obtain
- Ability to hold all relevant security clearances including National Police Check and Working with Children clearance

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date