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**POSITION DESCRIPTION**

**Aboriginal/Torres Strait Islander Health Worker/Practitioner - Ravenshoe**

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| **Reports to:** | Clinic Coordinator Ravenshoe |
| **Direct Reports:** | Nil |
| **Award:** | Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Services Award [MA000115] |
| **Salary:** | To be confirmed |

**POSITION PURPOSE**

Contribute to the delivery of Primary Health Care services to the indigenous community, through the development, implementation and evaluation of program resources and strategies to meet the needs of the Indigenous community, liaison with relevant community groups, health professionals, organisation and agencies. The primary purpose for the positions will have an emphasis on comprehensive Primary Health Care. Travelling throughout the geographic service area of Mamu Health Service Limited may be a requirement of this position.

*To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.*

**RESPONSIBILITIES**

***Clinical***

* Assist in the provision of comprehensive primary health care services, with an emphasis on providing culturally appropriate care to Aboriginal and Torres Strait Islander people
* Assist primary health care services to maximise Medicare billings to meet financial targets
* Participate in education, health awareness, promotion, prevention, early intervention and treatment activities
* Perform clinical duties in all areas of the health service; this includes the general clinic, and community based programs
* Work in a way that is appropriate to gender sensitivities operating in the Aboriginal community
* Comply with legislation, policies, procedures and protocols to achieve and maintain evidence based and effective practice in primary health care with a focus on promotion, prevention and early identification
* Develop and maintain working relationships with service providers to enable shared case management, referral pathways and ongoing support for clients after exiting the Service
* Develop and maintain knowledge of services, activities and culturally appropriate resources

***Health Promotion & Community Engagement***

* Support the planning, implementation and evaluation of group activities
* Promote the Service locally through community engagement activities and promotional activities
* Provide and support health promotion programs through local networks
* Comply with legislation, policies, procedures and protocols to achieve and maintain evidence based and effective practice in primary health care with a focus on promotion, prevention and early identification

*Administration*

* Assist in maintaining the PIRS (Communicare) in accordance with the organisational requirements and client records
* Prepare written monthly reports as required
* Maintain and provide relevant information and data for the development of submissions to governments for the development of programs
* Ensure the accurate collecting and recording of patient demographics
* Maintain accurate recording of client records and case notes
* Provide information and culturally appropriate resources to stakeholders
* Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities

***General Duties***

* Maintain a friendly and approachable attitude towards clients and staff
* Develop and maintain effective relationships with other Aboriginal medical services in the region, key external stakeholders and service providers
* Maintain clean and professional appearance
* Respect all equipment and property and use with care to avoid unnecessary damage
* Attend meetings, internal and external training to further develop and maintain skills, as required
* Develop and maintain good working relationships with colleagues and clients to achieve a strong team philosophy within the organisation
* Work collaboratively to exceed client expectations
* Keep work areas tidy and clean
* Participate in community events (weekends and after hours) when required
* Support health promotion programs and the planning, implementation and evaluation of group activities
* Contribute as required to maintain AGPAL accreditation and ISO:9001 2015 certification status and reaccreditation process, where required
* Other ad hoc duties, as required
* Undertake the responsibilities of the position adhering to:
	+ Equal opportunity and anti-discrimination legislation and requirements
	+ Workplace Health and Safety (WHS) legislation and requirements
	+ Legal requirements
	+ Confidentiality agreement and client confidentiality
	+ Code of conduct

**CONDITIONS OF EMPLOYMENT**

**Employment is conditional upon the following:**

* Vaccination or confirmed non-susceptibility to Vaccine Preventable Diseases (VPDs) during employment, including measles, mumps, Rubella (MMR), Varicella (chicken pox), Pertussis (whooping cough) and Covid-19.
* Vaccination or confirmed non-susceptibility to Hepatitis B. (Proof of vaccination or non-susceptibility is required for all employees who have direct contact with patients or who, in the course of their work, may be exposed to blood/bodily fluids or contaminated sharps)
* Current Qld drivers licence
* Proof of qualifications and current registration (where appropriate) claimed in a job application must be provided prior to commencement of employment.
* A current Criminal History Check (AFP) to be provided before commencement of employment
* Ability and willingness to travel to, and work at all Mamu Health Service Limited’s work location and service area when required.
* Current First Aid Certificate
* Current Working with Children Check “Blue Card”
* Advanced Life Support and Cardiopulmonary resuscitation (CPR) certificate, or evidence of training.

**SELECTION CRITERIA**

***Qualifications & Experience***

* Certificate III or IV/Practitioner in Aboriginal and or Torres Strait Islander Heath Worker
* Ability to register and remain registered with the Australian Health Practitioners Regulation Agency
* Demonstrated understanding and knowledge of Aboriginal Community Controlled Health Services, and a passion for and commitment to the improvement of health and wellbeing services.
* High level skills in managing time, setting priorities, planning and organising own work to achieve specific tasks and set objectives efficiently and effectively within set timeframe
* Good computer skills including proficiency with Word, Excel and Outlook
* Accuracy and attention to detail
* Demonstrated ability to respond sensitively, appropriately and confidentially to the needs of Aboriginal and Torres Strait Islander men and women with respect to health and wellbeing issues
* Ability to work in any location within Mamu Health Service’s service area when required
* Ability to comprehensively understand and abide by Mamu Health Service’s policies and procedures
* Well presented, enthusiastic, positive attitude, strong work ethic and willingness to learn
* Excellent interpersonal and communication skills with demonstrated ability to effectively communicate with Aboriginal and Torres Strait Islander and non- Aboriginal and Torres Strait Islander people
* A flexible approach to work with willingness and ability to demonstrate initiative and accept responsibility
* Exceptional teamwork skills and ability to work with minimal/no supervision
* Ability to follow directions

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| **Approved by:** |  | **Date:** |  |
| I have read the above Position Description and understand and accept the role requirements for the position of Aboriginal and or Torres Strait Islander Health Worker/Practitioner. |
| **Incumbent Signature:** |  | **Date:** |  |
| Note: The information contained on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. |