



Aboriginal Health Worker

POSITION DETAILS

Position Title: Aboriginal Health Worker
Position Number: CS014
Department: Clinical Services
Reports to: Manager Clinical Services
Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

PREAMBLE

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

Working at Bega is not just a job - it is a commitment.

PRIMARY PURPOSE

To deliver the provision of primary health care for clients of Bega Garnbirringu Health Services under supervision of the General Practitioners and Senior clinic staff in a way that fully supports a high standard of quality clinical care.

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE

DATE _____

This Duty Statement is certified as current by the Chief Executive Officer as at ____/____/____

Wayne Johnson
Chief Executive Officer.



POSITION ACCOUNTABILITIES

KRA	Accountabilities
Professional Services	<ul style="list-style-type: none"> • To deliver the provision of primary health care program to clients of Bega • To undertake primary care tasks including but not limited to blood pressure, dressings, injections and ECG readings plus others as required • To work closely with the GP's and Clinic Nurse Coordinator to assist with all aspects of the development and delivery of a health care plans • Under the direction of the Clinic Coordinator, understand and apply relevant casework and advice guidelines and to follow up on tasks arising from casework and educational programs • To develop and maintain contact with Indigenous communities regarding indigenous health • To assist in the development and delivery of health education programs • Ensure that stock levels and room cleanliness are maintained throughout the Clinic area including Treatments rooms, Resuscitation room • To provide support structure which ensures all reporting and recording requirements are met on time • Assist with continued training and professional development of AHW's and students as required in the Clinic • Ensure confidentiality is maintained within the Health Service Department in accordance with the Privacy Act 1998 • Maintain client records and provide assistance to appropriate staff, in tasks relating to individual files • Liaise with allied health professionals and specialists as required • Liaise with other AMS's and hospitals for client medical and medication records as necessary • Ensure good rapport and communication with external health services • Assist with new staff and student orientation and preceptorship • Actively encourage and promote continuous improvement • Provide relief coverage for other AHW positions as necessary • Liaise with clients for screenings and tests as required
Administration	<ul style="list-style-type: none"> • Assist as necessary towards ensuring statistical records and filing systems are accurately kept to meet the Clinic and funding body requirements • Participate in Health Service team meetings as required • Participate in staff performance reviews as required • Undertake clerical duties and research work as deemed necessary including correspondence, faxing, telephone enquiries and referring enquiries to relevant staff • Prepare such reports as deemed necessary from time to time by the Clinic Coordinator



Other Duties

- To undertake the duties and responsibilities of the role in the context of cultural awareness
- Undertake personal and professional development and training as required
- Perform other duties relevant to the position as directed by the Clinic Coordinator or Manager Clinical Services
- Represent Bega Garnbirringu Health Services in all matters in a professional, ethical and client focused manner



POSITION PARAMETERS

Education & Experience:

Certificate IV in Aboriginal Health Worker Certificate

At least two years experience in a health environment

Skills & Abilities:

Demonstrated ability to plan, manage and control workloads and resources to meet priorities, deadlines with minimal supervision

High level communication and interpersonal skills

Moderate level computer usage skills

Ability to function and participate as part of a team and to contribute to team building

Ability to work as part of a multi disciplinary team

Ability to work outside normal working hours

Cross cultural sensitivity and understanding of issues affecting Aboriginal Communities and people

Behavioural Competencies:

Demonstrate a high commitment to Aboriginal Social and Emotional Well being and customer service

A high level of integrity and ethical practice

Adaptable and flexible

Energy and initiative

Customer service, responsiveness and team focus

Stress tolerance

Professional manner

Self motivated and proactive

Ability to assess and identify areas for improvement and development across the organisation

Attention to detail

Objective:

To participate and abide by the Bega commitments, principles and values as portrayed under the Bega Mission Statement.

ENDORSEMENT

Endorsed by Chief Executive Officer

Date

Name:

Signature: