



Aboriginal Health Worker (Specialist Clinics)

POSITION DETAILS

Position Title: Aboriginal Health Worker (Specialist Clinics)
Position Number: HP013
Department: Health Programs
Reports to: Manager Health Programs
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 to 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

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
<p>Summary;</p> <p>Professional Services</p>	<ul style="list-style-type: none">• To provide support during dental clinics by assisting the dentist in customer care, organising client files and ensuring that a high standard of cleanliness and hygiene is maintained.• To conduct observations and screening activities as required by the organisation.• To undertake primary care tasks including but not limited to blood pressure, dressings, injections and ECG readings, plus others as required.• To provide information, education and counselling to clients regarding health matters, in particular to promote the benefits of healthy lifestyle choices such as healthy eating, smoking cessation and physical exercise.• To provide outreach and transport services as required.• To assist in the development, implementation and evaluation of appropriate health promotion programs and activities which target the Aboriginal community.• To enter client data onto the Communicare database in a timely and accurate manner.• To ensure confidentiality is maintained within the Health Service Department in accordance with the Privacy Act 1998• To liaise with allied health professionals, specialists and other health services as required.• To ensure stock levels and room cleanliness are maintained throughout the Chronic Health area.• Assist with the continued training and professional development of AHW's and students as required.• To actively encourage and promote continuous improvement.• To provide relief coverage for other AHW positions as necessary.
<p>Administration</p>	<ul style="list-style-type: none">• Accurately collect statistics and prepare reports as required by Bega Garnbirringu Health Service.• Participate in Clinic Staff and 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.
<p>Other Duties</p>	<ul style="list-style-type: none">• To undertake the duties and responsibilities of the role in the context of cultural awareness.• Undertake personal and professional development and training as required, and keep informed about current practice and research.• Represent Bega Garnbirringu Health Services in all matters in a professional, ethical and client focused manner.• Assist in the OH&S Risk Management process by being actively



	<p>involved in the identification, assessment and control of hazards and associated risks in the workplace.</p> <ul style="list-style-type: none">• Perform other duties relevant to the position as directed by the Manager Health Programs.
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POSITION PARAMETERS

Education & Experience:

Certificate III/IV in Aboriginal Health Worker Certificate
Experience working in a health care setting
Holder of current Working with Children Check and Police Clearance

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.
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.
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ENDORSEMENT

Endorsed by Chief Executive Officer		Date
Name:	Signature:	



Bega
Garnbirringu
HEALTH SERVICE

POSITION DESCRIPTION FORM