



## POSITION DESCRIPTION

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|------------------------------------|--|
| Position Title and Position Number | General Practitioner   |
| Supervisor                         | General Manager / Clinic Manager   |
| Classification and Salary:         | GP 1 – GP 2<br>Base Salary: \$204,727– \$216,426<br>Total Salary: \$228,310 - \$241,357<br>(Note: Total salary includes leave loading, and superannuation) |
| Staff                              | Direct Supervision: 0<br>Indirect Supervision: 0   |
| Location                           | Various Locations  |
| Date Reviewed                      | 06 January 2014  |

### SUMMARY OF POSITION:

To participate in providing a range of culturally appropriate comprehensive primary health care services to clients of Danila Dilba Health Service. There is a significant primary care component as well as specific programs. There is also a requirement to participate in the development of services appropriate to meeting the needs of Danila Dilba Health Services.

The incumbent will be a highly motivated individual who will assist in facilitating the health service provided, meets the commitments of Danila Dilba Health Service and Danila Dilba Management Committee, to provide a high quality standard of primary health care and preventative public health services.

### OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

#### Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

### PRIMARY RESPONSIBILITIES:

1. Provide clinical services to clients in the acute setting while applying the principles of chronic disease management to appropriate cases.
2. Participate in primary health care service delivery and development.
3. Participate in screening, recall, follow up and referral processes.
4. Partake in clinical audits
5. Participate in Registrar, Aboriginal Health Worker and medical student supervision, education and staff development sessions to upgrade skills.
6. Contribute to operational system reviews and improvement.

7. Utilise the Communicare client management system, HIC online and other associated systems to ensure that client records are maintained accurately and meet all legal obligations;
8. Utilise adult health check assessments and care planning for all clients.
9. Be effective and efficient in ensuring timely billing for Medicare, PIP and SIP payments.
10. Promote the role and importance of Aboriginal Community Controlled Health organisations within government and the community.
11. Advocate for and represent the interests of Danila Dilba locally and nationally.
12. Conduct all activities in a manner consistent with Occupational Health, Safety and Welfare guidelines;
13. Undertake any other duties at the request of the Practice Manager which are considered relevant to the position and the level of classification for the position.
14. Represent Danila Dilba at meetings, seminars, conferences and functions as appropriate

## SELECTION CRITERIA:

### Essential:

1. Registered as a General Practitioner with AHPRA;
2. Minimum of two years clinical experience;
3. Hold relevant professional indemnity insurance;
4. Highly developed communication and interpersonal skills with the ability to liaise with people from a wide range of cultural and social backgrounds;
5. Demonstrated high standard of written skills in the preparation of reports, general correspondence and documentations;
6. Strong organisational skills and demonstrated ability to plan, manage and prioritise tasks and resources to deliver outcomes within time and budget considerations;
7. Demonstrated ability to work collaboratively within a multidisciplinary team in a cross cultural and complex environment;
8. Understanding and respect of the importance of the role of Aboriginal Community Controlled organisations, Aboriginal Health Workers and other indigenous staff in Aboriginal Health and be willing to respect and support the Danila Dilba Health Service, Aboriginal Health Worker First policy;
9. Understanding and/or awareness of the concepts of Aboriginal self-determination;
10. A detailed understanding how Medicare works;

### Desirable:

1. Relevant post-graduate qualifications;
2. Experience working in Men's and/or Boy's health
3. Membership of a professional association;
4. Demonstrated awareness of and sensitivity to Aboriginal culture and history;
5. Ability to use Communicare and HIC online;
6. Demonstrated competence in working with and understanding Medicare and the Practice Incentive Scheme;
7. Understanding of AHW Career Structure/Competencies.

### Appointment Factors: (Appointment is subject to)

1. Preparedness to undertake a Police Check;
2. Ability to obtain a NT Working With Children Clearance (Ochre Card);
3. Current NT drivers licence, or ability to obtain one, and be willing to travel within the Darwin region; and,
4. Current Basic Life Support Certificate or the preparedness to gain one.

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| Reviewed by:   | Clinical Director | July 2019 |
| Review due by: | Clinical Director | July 2021 |
| Approved by:   | CEO               | July 2019 |

Approved:

**CEO**

**Olga Havnen**

**Danila Dilba Health Service**