



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:
Aboriginal Health Worker / Aboriginal Health Practitioner	Level 3 or 4 Health Services Worker <i>Note: Position level subject to professional registration and scope of practice of incumbent. Job and Person Specification will be adapted accordingly.</i>
PROGRAM:	SECTION:
Primary Care Services	Brady St Clinic, Elizabeth Downs
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
Full Time, subject to ongoing funding	Brady St Elizabeth Downs - Tuesday to Friday Wakefield St Adelaide - Mondays
POSITION REPORTS TO:	STAFFING RESPONSIBILITIES:
Practice Nurse Brady Street	Nil
WORKS CLOSELY WITH:	
Practice Nurse, Snr Aboriginal Health Practitioner, Aboriginal Health Workers/Practitioners, Community Health Workers, Medical Officers, Medical Reception and Transport Staff, Visiting Specialists and Allied Health Professionals	

1. PURPOSE STATEMENT

Nunkuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide and advance their social, cultural and economic status. The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcome for our clients.

2. KEY RESPONSIBILITIES/DUTIES

Identify the significant services of work, which are the key outputs of the position

Working under direction of the Practice Nurse Brady Street the Aboriginal Health Worker / Aboriginal Health Practitioner is required to:

- Work collaboratively with the Practice Nurse, GP and other members of the health care team to provide day-to-day clinical care for clients accessing the Brady Street clinic
- Work collaboratively with other members of the health team to ensure quality and safety of care and smooth running of clinic processes
- Liaise with and broker services between clients and internal and external stakeholders as necessary
- Provide advice and services to clients on health issues of some complexity
- Perform tasks of a sensitive nature including the provision of health information requiring the exercise of judgement, initiative and confidentiality.
- Maintain a positive working relationship with others and contribute to organisational activities
- Participate in personal and professional development activities
- Ensure compliance with a range of administrative practices which support Primary Care Services and Nunkuwarrin Yunti as an Organisation

Note: Position level and scope of practice subject to professional registration and scope of practice of incumbent. Job and Person Specification will be adapted accordingly.

KEY RESPONSIBILITIES (Outputs of the job)	PERFORMANCE MEASURES (How will the quantity, quality or timelines be measured?)
Provide Day to Day Clinical Care	<ul style="list-style-type: none"> • Promote the importance and benefits of general preventative health assessments and immunisation and ensures access to these services • Undertake AHW/AHP assessments and follow up care as planned through health assessments, care plans and referrals from other members of the multi-disciplinary team • Provide health education and brief intervention counselling to improve the health outcomes for individual clients • Support arrangement of client access to services, appointments and follow up of services provided outside of the practice team
Quality and Safety of Client Care	<ul style="list-style-type: none"> • Work collaboratively with other members of the health team to ensure quality and safety of care and smooth running of clinic processes • Model behaviours and attitudes that are culturally sensitive in all interactions with staff/clients/stakeholders • Comply with established procedures, exercise initiative and judgement in line with protocols and within scope of practice • Contribute to the review, evaluation and reporting of existing practices and client care processes and actively participates in continuous improvement activity of general clinical services
Team & Organisational Activities	<ul style="list-style-type: none"> • Maintain a positive working relationship with others and participate in working groups and activities • Actively and regularly participate in team planning activities and meetings • Contribute to the development and implementation of service policies and procedures • Develop and maintains effective internal and external networks in a professional manner • Actively deal with conflict and inappropriate behaviour appropriately and effectively, to support the maintenance of a positive team environment • Promote and present a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general
Professional Responsibilities	<ul style="list-style-type: none"> • Practice as an Aboriginal Health Worker / Practitioner in accordance with relevant professional standards and practice legislation and upholds clients rights derived from that legislation. • Accept professional responsibility and accountability for all actions and decision making within scope of practice, including activities delegated to others and the guidance and development of less experienced staff • Actively participate in workplace practice supervision and other meetings as required, such as reflective practice, and multi-disciplinary debriefings • Attend professional development training courses and activities to maintain and update clinical knowledge and skills as appropriate • Participate in regular performance development reviews.
Administrative Activities	<ul style="list-style-type: none"> • Maintain timely and accurate documentation consistent with professional standards and organisational systems and processes • Provide regular statistical and other reports as requested. • Ensure secure management of organisational data and files and is

KEY RESPONSIBILITIES (Outputs of the job)	PERFORMANCE MEASURES (How will the quantity, quality or timelines be measured?)
	compliant with privacy policies and legislation.

3. SELECTION CRITERIA

ESSENTIAL

Educational/Vocational Qualifications

- Certificate IV in Aboriginal Primary Health Care or equivalent deemed suitable by the Australian Health Practitioner Registration Authority (AHPRA)
- Current Medicare Provider Number, or eligibility to obtain one

Experience

- minimum of three years of demonstrated vocational experience in the relevant health field consistent with the positions role and responsibilities and registration with the Australian Health Practitioner Registration Authority (AHPRA).
- Experience using computer software, especially Patient Information Recall Systems and other databases.

Personal Abilities/Aptitudes/Skills

- Well-developed clinical skills and a sound knowledge of best practice approaches to comprehensive primary health care.
- Organisational skills, self-confidence and the ability to work independently and autonomously, assess priorities, organise workload and meet deadlines
- Ability to resolve conflict, solve problems and negotiate outcomes.
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people, organisational staff, and other providers.
- Ability to communicate effectively both written and verbally, with a wide range of people from Aboriginal communities, government and other agencies, committees and other bodies.
- Knowledge of and demonstrated commitment to workplace diversity, workplace participation, Occupational Health & Safety.

DESIRABLE

- Professional registration with AHPRA highly desirable
- Experience working within a Community Controlled Health Service.
- Significant experience in care planning, antenatal care, child health, and adult health activities.
- Knowledge of existing social / health issues within the Aboriginal and Torres Strait Islander communities.
- Knowledge of traditional and non-traditional Aboriginal culture, social behaviour and aspirations of Aboriginal people.
- Experience using the Communicare patient recall information system.
- Experience in continuous quality improvement activities including clinical file auditing

4. APPOINTMENT CONDITIONS

Special Conditions and Status

- Full time position, 38 hours per week
- Some out of hours work may be required
- Some intrastate travel may be required
- Appointment is subject to a satisfactory National Police Clearance Certificate
- Current SA Driver's Licence and willing to drive in the course of work activities
- Unless filled internally, subject to 6 months satisfactory probationary period
- Salary Sacrifice, Superannuation Employer contribution
- Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia's Enterprise Agreement

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. WORK HEALTH AND SAFETY

Follow defined work health and safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident, or injury, which arises in the course of your work.

7. RESPONSIBILITY STATEMENT

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

8. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

Employee Statement:

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name

Signature

Date

Job and Person Description Approval

Date approved: / /

PROGRAM MANAGER

Name: VIRGINIA HEALY

Signature: 

CHIEF EXECUTIVE OFFICER

Name: Vicki Holmes

Signature: 

