



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC
182 – 190 Wakefield St, ADELAIDE 5000

JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:
Senior Aboriginal Health Practitioner	Level 5 – Health Services
PROGRAM:	SECTION:
Primary Care Services	All PCS
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
Full time, ongoing, subject to funding	All clinic sites including Brady Street (Elizabeth Downs), and outreach services including home visiting
POSITION REPORTS TO:	WORKS CLOSELY WITH:
Clinical Services Coordinator	PCS' Aboriginal Health Practitioners & Trainees, Aboriginal Health Workers, Nurses, Clinical Services Officer, General Practitioners and Registrars and other Health Services staff. Also relevant Registered Training Organisations.

It is a genuine occupational requirement for the occupant of this position to be an Aboriginal person and accordingly, the discrimination on the ground of race in relation to employment or engagement is exempted, per subsection 56(2) of the Equal Opportunity Act (SA) 1984.

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 to 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 outcomes for our clients.

Primary Care Services provides comprehensive primary health care to the Aboriginal community. The multi-disciplinary team consists of Aboriginal Health Workers and Practitioners, a Clinical Services Officer, Nurses, General Practitioners and Registrars. Services are augmented by a range of visiting medical specialists and allied health professionals. The PCS team liaises and works closely with the Women, Children and Family Health program, the Social and Emotional Wellbeing program and the Community Health Promotion and Education program to ensure a high standard of integrated and coordinated client care.

The broad function of the position is to lead the culturally appropriate development of clinical expertise of AHP Trainees, Aboriginal Health Workers and Aboriginal Health Practitioners, and to further the professionalisation of the Aboriginal Health Practitioner workforce. Under limited direction of the Clinical Services Coordinator, the primary role of the Senior Aboriginal Health Practitioner is to:

- Provide high quality primary health care to PCS clients and community
- Provide clinical supervision, mentor and support staff and students, including establishing and monitoring work and learning outcomes, with specific focus on Aboriginal Health Workers and Aboriginal Health Practitioner trainees
- Undertake various health related activities requiring a high level of knowledge and skills including quality assurance and quality improvement activities
- Provide culturally safe and specific advice to non-Indigenous PCS staff (verbal and written as required)
- Guide, plan and implement, in collaboration with PCS and Community Health Promotion and Education (CHPE) relevant health promotion and engagement activities
- Work with autonomy with advice being available on highly complex or unusual matters
- Control, coordinate, plan and evaluate operations

Making a Positive Difference to Aboriginal & Torres Strait Islander Peoples

Working Together Fair Accessible Equitable Culturally Appropriate

- Provide advice on complex policy matters to senior management and contribute to policy development
- Maintain a comprehensive knowledge of relevant policies, protocols, standards and practices relevant to Aboriginal primary health care systems and service delivery
- Represent Nunkuwarrin Yunti with other bodies and/or members of the public, specifically relevant to the teaching and learning needs of Aboriginal Health Workers and Aboriginal Health Practitioner trainees, including liaising with AHPRA and their affiliate networks

2. KEY RESPONSIBILITIES/DUTIES

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

KEY RESPONSIBILITIES (Outputs of the job)	PERFORMANCE MEASURES (Measures the outcome of the following activities by quantity, quality, or timelines.)
Client Care Delivery of best-practice primary health care and services	<ul style="list-style-type: none"> • Provide high quality direct client care as required (including at short notice) across PCS • Ensure client care is within agreed best practice guidelines during clinical supervision of students and staff • Maintain clinical skills and expertise through delivery of best practice client care as required • Provide clinical expertise and advice during multi-disciplinary case conferences or case review processes
Professional Development of Staff Aboriginal Health Workers, Aboriginal Health Practitioners and Aboriginal Health Practitioner trainees are supported to develop the knowledge, skills and confidence to provide best practice care for clients within a culturally safe environment	<ul style="list-style-type: none"> • Assist with the development of scopes of practice for Aboriginal Health Workers, Aboriginal Health Practitioners and Aboriginal Health Practitioner trainees, including associated responsibilities, delegations and accountabilities in line with all legislative and professional practice standards • Provide Aboriginal Health Workers, Aboriginal Health Practitioners and Aboriginal Health Practitioner trainees with regular clinical supervision, aligned to scopes of practice and evidence based competency supervision and assessment, and document outcomes with referral if necessary to the worker's line manager for further discussion and/or action • Assist with the preparation of an annual training plan to inform in-house and external training and skills development opportunities for the Aboriginal Health Worker, Aboriginal Health Practitioner and Aboriginal Health Practitioner trainee workforce • Support staff to develop individualised career pathways as requested • Facilitate peer support meetings and document outcomes
Health Promotion and Community Education and Engagement	<ul style="list-style-type: none"> • In collaboration with PCS and CHPE teams, assist in the planning, implementation, monitoring and evaluation of agreed health promotion activities, projects and programs • As requested, undertake engagement initiatives which build responsiveness to primary health care, individually, within family and as a community to improve health outcomes
Professionalisation of the Aboriginal Health Practitioner Workforce	<ul style="list-style-type: none"> • Provide advice to inform the development of policy and practice related to Aboriginal Health Practitioners at State and National levels

KEY RESPONSIBILITIES (Outputs of the job)	PERFORMANCE MEASURES (Measures the outcome of the following activities by quantity, quality, or timelines.)
Expansion of the qualified Aboriginal Health Worker workforce and development of the enhanced practice role of Aboriginal Health Practitioners	<ul style="list-style-type: none"> • Maintain effective relationships with training bodies and provide day to the coordination between trainers/lecturers and students on work placements as required • Provide appropriate clinical supervision, mentoring and training for students, and ensure documentation is maintained to support training placements • Provide advice to inform workforce planning for Aboriginal Health Practitioners and AHP trainees • Lead and liaise with AHCSA initiatives, as requested, such as the APHCW Forums
Continuous Quality Improvement Continuous reflection and improvement	<ul style="list-style-type: none"> • Contribute in a senior practitioner role to Organisational Clinical and Practice Governance directions, activity and outcomes, including all Continuous Quality Improvement and research activity • Coordinate Continuous Quality Improvement activity related to Clinical Health Worker and Aboriginal Health Practitioner workforce. This includes problem definition, developing work practices and procedures, and providing reports, analysis and interpretation for senior management • Provide advice to inform planning, development and implementation of Primary Care Services
Team & Organisational Activities Committed member of a multidisciplinary team with shared ideas and common goals	<ul style="list-style-type: none"> • Maintain effective positive team morale and positive image of Nunkuwarrin Yunti • Provide expert advice provided to internal working groups, committees and organisational activities where requested • Assist in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation
Professional Development Personal and professional development ensures delivery of best practice services	<ul style="list-style-type: none"> • Practice as an Aboriginal Health Practitioner in accordance with relevant legislation, professional standards and evidence in all practice and accept professional responsibility and accountability for all actions and decision making within scope of practice • Maintain continuing professional development • Proactively engage in workplace practice supervision and other team activities as required • Proactively engage in regular performance development reviews
Administrative Activities Compliance with a range of administrative and business practices	<ul style="list-style-type: none"> • Maintain timely and accurate documentation of clinical notes, consistent with professional standards maintained and statistical and other reports provide as requested • Manage client data and client files in compliance with privacy policies and legislation

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Registered with the Australian Health Practitioner Registration Authority (AHPRA) Aboriginal and Torres Strait Islander Health Practice Board of Australia and eligible to hold a Medicare Provider Number
- Minimum of three years of demonstrated vocational experience in a Primary Health Care setting as a registered AHP
- Proven ability to work effectively across all areas of Aboriginal Primary Care
- Demonstrated understanding of the contemporary issues facing Aboriginal people and the impacts these issues have on Indigenous Australian societies and cultures
- Demonstrated ability to communicate sensitively and effectively, including well-developed written and verbal communication skills
- Sound knowledge of best practice guidelines and protocols and highly developed clinical skills and specialist knowledge gained through experience, training or education
- Proven ability to train, mentor, motivate and support the health workforce and student work placements, including use of clinical equipment to a sufficient level of competence
- Demonstrated ability to work autonomously with minimal supervision and show leadership as a member of a multi-disciplinary team
- Significant experience in the use of Communicare or other electronic client information management systems
- Proven ability to plan, budget, implement, monitor and evaluate population level programs, including targeted health promotion activities, with a wide cross section of the community
- Excellent organisational and time management skills and an ability to work under pressure in a challenging environment.

DESIRABLE

- Relevant experience coordinating and delivering training programs
- Cert IV Training and Assessment (current)
- Previous experience at a senior level working on community primary health care projects or programs that demonstrate best practice outcomes for Aboriginal and Torres Strait Islander clients.

4. APPOINTMENT CONDITIONS

Special Conditions and Status

1. Full time position, 38 hours per week.
2. The tenure in this position is subject to ongoing funding.
3. Some out of hours work may be required.
4. Some intrastate travel may be required.
5. Appointment is subject to a satisfactory National Police Clearance Certificate.
6. Subject to six months satisfactory probationary period unless the appointee is a current employee of Nunkuwarrin Yunti and has completed the required probationary period prior to being appointed to this position.
7. Salary Sacrifice, Superannuation Employer contribution.
8. Current South Australian full Driver's Licence and willing to drive in the course of work activities.
9. Conditions of employment are in accordance with the terms and conditions stated in the relevant 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: / /

MIDDLE MANAGER Name: Signature:	CHIEF EXECUTIVE OFFICER Name: Signature:
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