



## ANYINGINYI HEALTH ABORIGINAL CORPORATION POSITION DESCRIPTION AND SELECTION CRITERIA

This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act. Aboriginal & Torres Strait Islander men & women are encouraged to apply.

### PARLPURU NINJI-KARI - HEALTH SERVICES SECTION

**POSITION:** FEMALE – ABORIGINAL HEALTH PRACTITIONER (AHP)

**POSITION NO** Clinic (W) - 4 **REVIEWED:** July 2018

**REPORTS TO:** Health Services Section Manager and through them to the General Manager.

**LEVEL:** Dependant on AHP Certificate Level  
\$78,028 - \$104,033  
Level depends on qualifications and experience.

**CONDITIONS:** 1 - 2 year contract  
3 month mandatory Probation Period.  
6 weeks pro rata annual leave with 17.5% leave loading.  
10 days sick leave per annum, pro rata  
9.5% employer superannuation.

All other terms and conditions of employment are as per the current Anyinginyi Health Aboriginal Corporation (Anyinginyi) Enterprise Agreement.

**Salary Sacrificing:** A minimum amount of \$15,899.94 per annum can be packaged. It is recommended that you speak with your own Accountant or Financial Adviser to ensure that salary sacrificing arrangements suit your personal situation.

**Relocation:** Where applicable, please contact HR Office for further details.  
**Accommodation:** Where applicable, please contact HR Officer for further details.

**Vehicle:** A vehicle does not come with this position. However, a pool of vehicles are provided within each Section for business purposes only. Use and maintenance of these vehicles will be in accordance with the Anyinginyi Motor Vehicle Policy. You must be in possession of a validated licence at all times.

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<b>Dental:</b>	Free General Dentistry is offered to Anyinginyi employees, any Laboratory work must be paid for by the employee.
<b>Gymnasium:</b>	Free gym membership is offered to all employees only.
<b>Prescriptions:</b>	Free general prescriptions for Anyinginyi employees only.
<b>Ochre Card:</b>	It is compulsory to be in possession of an Ochre Card (NT Working with Children) or have the ability to apply for one prior to commencement of employment. Please refer to NT Safe for further information.
<b>National Police Check:</b>	Where applicable, please contact HR Office for further details.
<b>Hours of Work:</b>	<p>Monday – Friday, excluding public holidays  8.00am – 5.00pm Rostered Day Off (RDO) access  8.24am – 5.00pm – no RDOs access.</p> <p>Weekend work may occur.</p>

## OUTLINE OF POSITION OBJECTIVES AND DUTIES

### Primary Objectives

This is a responsible position requiring strict confidentiality, initiative and innovation while supporting Anyinginyi Health Aboriginal Corporation's (Anyinginyi) mission: *to be a provider of high quality holistic primary health services featuring prevention and treatment in the Barkly region in a culturally responsive way.*

This position necessitates strong relationships with clients, effective collaboration with a multi-disciplinary team of colleagues within the Health Services Section as well as other service providers, and an holistic philosophy to overall good health and wellbeing. More specifically, the responsibilities of this position will assist Anyinginyi to work toward improving Aboriginal women's health in Tennant Creek, including surrounding communities but not limited to:

- Contributes to improving health outcomes for Aboriginal and Torres Strait Islander women with chronic health conditions through better access to coordinated and multidisciplinary care.
- Contributes to closing the gap in life expectancy by improved access to culturally appropriate mainstream primary health care services (including but not limited to general practice, allied health and specialists) for Aboriginal and Torres Strait Islander people.
- Assists Aboriginal and Torres Strait Islander people to understand their health conditions and how to manage them.
- Advises on the importance of following a care plan, which may include structured support for self-management and assistance with care plan compliance.
- Provides support in identifying signs that the client's condition may require further assistance from a health professional.
- Maximises community and individual self-reliance, self-care and participation.
- Involves collaboration with other agencies and sector to support an integrated referral and advocacy system.
- Involves documentation and procedural adherence, including Medicare billing.

### Duties and Responsibilities

#### Strategic Imperatives

#### Key Responsibilities

- Ability to demonstrate skill transfer to Aboriginal staff employed in the same work area as the contracted employee.
- Working with all clinicians to maintain and develop culturally appropriate and accessible health services for Aboriginal women (CARPA Standard Treatment Manual).

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- Maintain high quality of practice knowledge, skills and expertise through active participation in professional development including current registration with AHPRA, meeting the continuing professional development standards set by AHPRA, and meeting any other Mandatory Registration Standards.
- Continue the ongoing development, facilitation and promotion of women's health programs including Well Women's Check Clinics.
- Provide STI education, screening and contact tracing.
- Provide sexual health and family planning counseling as appropriate.
- Provide advice to female clients on diet, smoking, alcohol, other drugs and other lifestyle issues which relate to women's health and wellbeing.
- Provide capacity building education and information sessions to community.
- Involve traditional elders and leaders in promoting health and wellbeing within the community.
- Organise and participate in clinical supervision so as to continuously provide to high and expected standards.
- Initiate and participate in health promotion activities aimed at individual and population health preventative initiatives, ensuring all program material and content is up to date, appropriate, relevant and engaging for the target audience.
- Use office equipment and technology in accordance with Anyinginyi's policies.
- Assist in the ordering and accounting for pharmaceutical and other supplies.
- Produce written reports as and when requested in relation to the activities and responsibilities of this portfolio.
- Initiate, coordinate and/or participate in quality improvement activities in collaboration with health professionals, patients/clients and families to ensure best practice and the continuous improvement of systems is achieved to meet professional and industry standards, including work health and safety.
- Uphold the vision, mission and priorities of the organisation as determined by the Board of Directors and outlined in its Strategic Plan.
- Identify and manage risk or potential risk to clients in order to reduce immediate concerns.
- Foster a professional and culturally safe work environment through supportive and effective management of identified program portfolios.
- Promote and support an alcohol, tobacco and other drugs free workplace strategies and exemplify aligned behaviours.
- Work within limits of confidentiality and privacy appropriate to this portfolio.
- Participate in staff training and development, organisation-wide, site based team meetings, collaborative planning activities and other meetings or activities relevant to this position.
- Travel to remote communities.

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- Undertake other duties as required.

### ***Clinical***

- Maintain the Anyinginyi client registration in accordance with client information systems – Communicare as well as Medicare Closing the Gap (CTG) e-PIP guidelines.
- Deliver health care to women including prompt follow up and recall of patients as well as facilitating the tracing (for notifiable diseases) and treatment of patients moving between communities in collaboration with all clinicians.
- Work closely with all clinicians, including locum staff, to ensure that services offered to clients' meets contemporary standards for high quality care and consistency with treatment and management including telehealth consultations.
- Provide general health care – assessment and management of a broad range of clinical problems in consultation with clinicians and in line with the CARPA Standard Treatment Manual protocols.
- Work effectively as a member of a culturally responsive multi-disciplinary team.
- Document a generic care pathway to form the basic framework for treatment and care, utilising existing electronic health record systems and appropriate checklists to optimise Medicare billing.
- Be familiar with and competent in the use of standard basic medical equipment.
- Dispense pharmaceutical therapies, including the administration of vaccines and prescribed pharmaceuticals for common conditions.
- Assist in implementation of quality assurance and other evaluation programs to ensure a high quality of clinical care.
- All clinicians are expected to work as part of the team in a variety of clinical activities. These may include cold chain/vaccine fridge management, infectious disease/hazardous waste management, packing of pathology specimens and infection control.
- Provide other specialist health care including the arrangement of externally based appointments and transportation for clients.

### ***Community Care***

- Work to improve engagement and access by Aboriginal women to health services and the attendance for necessary recalls.
- Participate in dealing with issues affecting the social and emotional wellbeing of the community in line and associated with women's health activities.
- Deliver environmental health care.
- Deliver health education and health promotion.
- Facilitate and participate in the opportunistic and community screening activities.

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- Develop and maintain strong collaborative partnerships with key stakeholders and service providers in the Barkly Region with a focus on adopting an holistic approach to ensure agencies are working together to address the key responsibilities of this position.
- Visit remote communities as required and as negotiated with the Practice Nurse Manager and the Health Services Section Manager.
- Provide capacity building education and information sessions to community where required.

### ***Management and Teams***

- Advocate for rights and needs of individuals, families and communities on health related issues.
- Demonstrate safe work practices.
- Cohesive team work to deliver effective health outcomes.
- Provide informal training and cultural supports and education for clinicians and other Health Centre staff where relevant and necessary.
- Participate in the implementation of disaster plans.
- Manage identified and specific projects from time to time.

### ***Research***

- Accurately record and collect data on community health.
- Contribute to clinical reports and research activities.

### ***Decision making***

This position reports directly to the Practice Nurse Manager and through them to the Section Manager, Health Services Section, and will consult with both the Practice Nurse Manager and the Section Manager in undertaking responsibilities, making recommendation to achieve the aim of the responsibilities of this position as well as achieving the goals of the organisation.

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***CVs/Resumes provided to Anyinginyi will be retained on file either the successful Application Employment file for the duration of employment or on the Position Advertising file, documents are kept for a period of 7 years after cessation of employment or closure of position advertising file and then destroyed.***

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## KEY SELECTION CRITERIA

To be successful in this role, you will need to evidence the following essential capabilities and competencies:

### Essential

1. Registered to practice as an Aboriginal Health Practitioner (minimum Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice) and have current AHPRA registration.
2. Evidenced understanding of the Primary Health Care system and key issues relevant to closing the gap in health outcomes for Aboriginal and Torres Strait Islander peoples, including the ability to communicate and support the delivery of culturally responsive programs and services.
3. Current certification to give vaccines in the Northern Territory or ability to achieve this.
4. Ability to undertake triage of clients, in particular those contacting or presenting to the Health Centre with acute/emergency health problems.
5. Experience in coordinating and facilitating clinical and informed education practices against the requirements of this portfolio, including supervision of staff and the ability to work with minimal supervision, maintain lines of accountability, set work priorities and meet deadlines.
6. Demonstrated high level of communication, negotiation and consultation skills and the ability to work as part of a multi-disciplinary team.
7. Demonstrated ability to think laterally and be innovative in response to the changing health needs of Aboriginal women with a willingness to incorporate local values and protocols in wellbeing programs, services and initiatives.
8. Knowledge and experience in monitoring health and safety standards within a clinical workplace and quality improvement practices in response to emerging issues, evaluations and/or accreditation processes.
9. High level skills and knowledge of Microsoft Office applications including the ability to use client information management systems to support data input, data collection, clinical analysis and report writing.
10. Willingness to work in a remote environment.
11. Current Driver's licence.

### Desirable

1. Experience in Remote Area Nursing (RAN).
2. Previous experience in Tele-health, or willing to learn to increase the uptake of Tele-health consultations with specialist and supplementary allied health services.
3. Ability to speak one or more of the local languages.

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