

Position Description

POSITION TITLE: Aboriginal Health Worker
DEPARTMENT: People and Community Services
REPORTS TO: Practice Coordinator
DATE PREPARED: 13/02/2024

POSITION NO:
GRADE: 4

DATE REVISED:

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

The position contributes to this goal by collaborating with the Bogan Shire Medical Centre clinic team to provide culturally safe clinical and primary healthcare services to First Nations peoples including acting as a link to other healthcare services.

MAIN JOB PURPOSE

The role of the Aboriginal Health Worker is to:

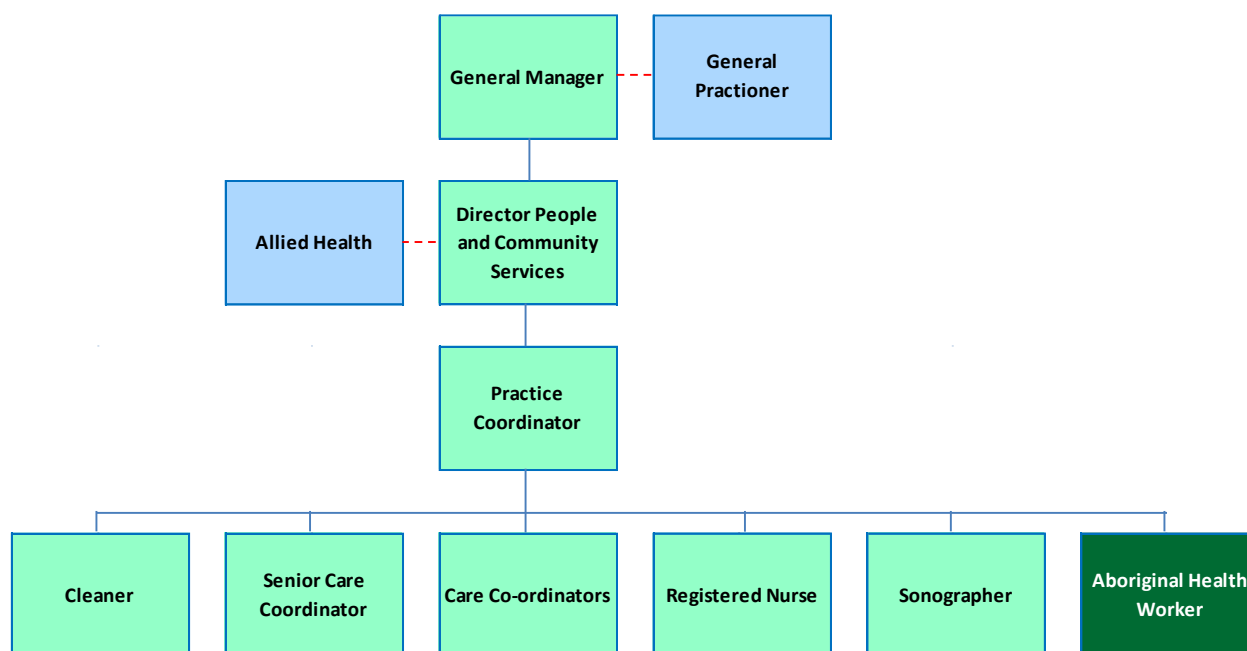
- Undertake community engagement including providing health education and promotional activities to build community relationships and support patients to improve the health of our community.
- Liaise between patients and clinicians, and support clinicians, with patient appointments as necessary to ensure culturally safe primary healthcare services for First Nations peoples.
- Deliver patient-centred holistic care encouraging active collaboration and shared decision-making.
- Work with the Bogan Shire Medical Centre clinical team and other healthcare providers to enable delivery of culturally competent and safe care to all patients.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:

- Having **respect** for other people.
- Providing responsive **customer service**.
- **Taking pride** in Nyngan and the greater Bogan Shire.
- **Working together** as a team to get things done.
- Being **accountable** for our decisions and actions.
- Acting with **integrity and honesty**.
- Demonstrating **strong leadership**.

DEPARTMENTAL STRUCTURE



KEY ACCOUNTABILITIES

The Aboriginal Health Worker has the following specific accountabilities in providing culturally safe clinical and primary healthcare services to First Nations peoples:

1. Encourage and support First Nations Peoples, their families and carers to access healthcare services, identify barriers, and work with the Bogan Shire Medical Centre team to address these barriers.
2. In collaboration with the clinical team, lead the development, implementation, and evaluation of health education and promotional activities to encourage and support patients and their families and carers in caring for themselves and managing their health.
3. Provide follow up services for First Nations Peoples who have chronic diseases or have been discharged from hospital. Undertake home visits and provide care navigation or coordination to patients, families and carers that takes into account clinical, psychosocial and cultural needs.
4. Under direction and supervision of the clinical team including patient assessments, liaise with patients to achieve outcomes and goals of the individual, including the development of referral pathways for First Nations people into appropriate chronic disease management programs.
5. Using health data to assess needs, actively participate in the preparation of General Practitioner Management Plans (GPMP) and Team Care Arrangements (TCA) for patients identified with chronic diseases, ensuring appropriate and continuing education of patients is conducted, ensuring collaboration with a multidisciplinary team approach.
6. Efficiently and effectively perform duties within scope of practice, including administering medications, providing immunisations and other injections, chronic disease management, health assessments, wound management, and collection of pathology samples.
7. Maintain confidential, accurate and up to date records of patient's information, results and all necessary records in the Medical Centre's Records Management System, liaising with Practice Coordinator on correct recording and classification.
8. Consult, liaise and advise various healthcare service providers in the planning, implementation, monitoring and evaluation of health-related programs intended to address access and equity issues relating to Aboriginal health service delivery at the local level.
9. Work with the Bogan Shire Medical Centre clinical team to refer, communicate, and collaborate with other healthcare professionals to advocate for the cultural and health needs of Aboriginal patients.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY SELECTION CRITERIA

Essential:

1. Must be of Aboriginal and/or Torres Strait Islander descent (NB applicant's race is a genuine occupational qualification and is authorised by Section 14 of the Anti-Discrimination Act 1977, NSW) and have demonstrated knowledge of current Commonwealth, State and Local Aboriginal health priorities with the ability to effectively and sensitively liaise and communicate with local Aboriginal and Torres Strait Islander people and communities and agencies.
2. Demonstrated ability to deliver, evaluate and report on health promotion and education programs within allocated timeframes and resources.
3. Demonstrated ability to engage and effectively prioritise workloads under limited supervision within a multidisciplinary team.
4. Well- developed written and verbal communication skills with an ability to work effectively with a range of health professionals, service providers and agencies to ensure coordination of care and appropriate allied health and social services referrals for First Nations Peoples.
5. Proven attention to detail and accuracy, with the demonstrated ability to research, think analytically and plan work with proven independent research and problem solving skills and the ability to apply knowledge and experience to issues to develop potential options and recommendations for their resolution.
6. Proven proficient computer skills with an ability to maintain accurate records in appropriate clinical and non-clinical information systems, collate data in spread sheets, maintain diaries and appointment books, as well as produce routine electronic written correspondence, project plans or educational materials and program evaluation reports.
7. Hold a Certificate IV in Aboriginal Primary Health Care (Practice) OR be enrolled and working towards this qualification OR demonstrate commitment to achieving this qualification within 18 months of appointment.
8. Have clearance to work with children, as verified through a current Working With Children Check.
9. Have completed a National Police Check as verified through a current National Police Certificate.
10. Hold a current class C, P1 or P2 drivers licence or be eligible to obtain.

Desirable:

1. Experience using Best Practice Software.
2. Hold medication endorsement to administer vaccinations and other injections.

CONDITIONS

- Carry out work in a variety of indoor and outdoor environments – medical centre, schools, public areas including parks and private homes.
- WHS Accountabilities and Responsibilities – this role is a designated 'Worker' role as defined under the WH&S Act 2011, with four (4) essential elements requiring an officer to:
 - Take reasonable care for his or her own health and safety.
 - Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
 - Comply with any reasonable instruction that is given by Council to allow Council to comply with WH&S Act 2011.
 - Co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to workers.

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Supervisor: _____
Name Signature Date

Employee: _____
Name Signature Date