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| JOB DESCRIPTION FORM: Aboriginal Health Worker Remote Services (Certificate IV) |

Position title: Aboriginal Health Worker Remote Services (Certificate IV)

Reports to: Health Centre Manager

Award: ACCHS

Classification: AHW Grade 4

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| **About Kimberley Aboriginal Medical Services:** |

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS), providing a collective voice and support for a network of member ACCHS from towns and remote communities across the Kimberley region of Western Australia.

KAMS was first established in 1986 as a cooperative between the Broome Regional Aboriginal Medical Service (BRAMS) and the East Kimberley Aboriginal Medical Service (EKAMS) now the Ord Valley Aboriginal Health Service (OVAHS) with membership expanding to Halls Creek health service committee and Fitzroy Crossing community representatives. These communities saw the benefit of sharing pooled resources and collective effort in the region

KAMS provides a wide range of services including: Financial and accounting; Regional population health programs; Social and Emotional Well Being Support; Health Promotion; Information Communication Technology Support; Corporate Services; Accredited health training and education and Research.

While the major role is in regional advocacy and support for member services, KAMS also provides comprehensive primary health care services in the remote communities of Beagle Bay, Bidyadanga, Balgo, Mulan and Billiluna. In 2014 KAMS established Kimberley Renal Services Pty Ltd to manage the provision of regional renal support and dialysis services in Broome, Derby, Kununurra and Fitzroy Crossing.

KAMS is a member of the Aboriginal Health Council of WA (AHCWA – [www.ahcwa.org](http://www.ahcwa.org)) and of the National Aboriginal Community Controlled Health Organisation (NACCHO – [www.naccho.org.au](http://www.naccho.org.au)).

**Our vision** is to:

Improve the health and wellbeing of Aboriginal people in the Kimberley.

We will achieve this vision by:

* Supporting our member services to be strong, independent and effective ACCHO’s
* Ensuring we provide quality preventative and primary healthcare services to communities we service
* Providing leadership and advocacy on Kimberley Aboriginal health issues
* Ensuring we are an effective, accountable and sustainable organisation
* Building a skilled and sustainable Kimberley Aboriginal health workforce

**Our mission** is to ensure:

We are managed and controlled by Kimberley Aboriginal people, are locally and nationally recognised as an effective advocate for the Kimberley Aboriginal health sector and provide and support the provision of effective holistic and culturally appropriate primary health care services for Kimberley Aboriginal people.

We define Aboriginal Health as:

Not just the physical wellbeing of an individual, but the social, emotional and cultural wellbeing of the whole community in which each individual is able to achieve their full potential as a human being, thereby bringing about the total wellbeing of their community. It is a whole of life view and includes the cyclical concept of life-death-life.

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**Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.**

[www.kams.org.au](http://www.kams.org.au/)

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| **Position Summary:** |

The Certificate IV Aboriginal Health Worker will provide primary health care, including clinical care to clients in the health centre under the KAMS Model of Care and is responsible for providing support to doctors, nurses and other allied health staff as well as the community in order to maintain and promote health care.

**Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.**

**Relationships**

**Internal**

* Health Centre Multi-disciplinary team

**External**

* Local community council and community groups
* Visiting Allied Health and Specialist Teams

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| **Duty Statement and Key Responsibilities:** |

The Student Aboriginal Health Worker must work under direct supervision at all times, and within their scope of practice:

**Key Responsibility 1**

* Screen patients and treat according to Kimberley and /or CARPA protocols or refer the client to a more senior health worker, nurse or doctor.
* Participate in screening and treating patients e.g. adult health checks and team care arrangements according to Kimberley and /or CARPA protocols
* Provide culturally appropriate health care to meet the needs of the community
* Participate in relevant local community projects and groups that aim to increase general awareness of health related issues impacting on the community
* Use the electronic patient management system to identify care needs and document patient consultation

**Key Responsibility 2**

* Assist doctors, nurses and other health professionals with communication, treatment and any advice relevant to a clients treatment.
* Assist in the provision of high-quality emergency care with support from an Aboriginal Health Practitioner, Registered Nurse or Doctor.
* Follow up on medication, treatments or other procedures in accordance with the Kimberley protocols, CARPA manual, Structured administration and supply arrangements (SASA’s) and KAMS medication policies

**Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice**

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| **Selection Criteria:** |

**Essential**

1. Current clinical assessment skills
2. Ability to work independently and in a team environment
3. Knowledge and commitment to the principles of Primary Health Care
4. Commitment to personal and professional development including the sharing of knowledge, information and skills with work colleagues
5. Commitment to support and participate in change processes and to work within a team environment
6. Demonstrated computer skills
7. Current WA Class C drivers license
8. Ability to advocate on behalf of a client.
9. Support all health centre and program activities by completing clinical care items required prior to seeing the doctor. These includes routine investigation e.g. weight, BP, BMI, foot checks, urine collection, taking bloods and also providing education on managing risk factors.
10. Participate in preventive health programs
11. Maintain client confidentiality.
12. Participate in cross cultural education of staff who are not familiar with Aboriginal customs and traditions
13. Identify and report hazards in the workplace.

**Desirable**

1. Experience in providing clinical services to Aboriginal people in the remote areas
2. Good communication skills so as to achieve a friendly and co- operative work atmosphere
3. Experience in the use of electronic patient management systems and a willingness to impart those skills to others.

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***This Position Description should be read in conjunction with the KAMS Aboriginal Health Worker and Aboriginal Health Practitioner Scope of Practice (SOP)***

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| **Certification:** |

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

KAMS CEO

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_