JOB DESCRIPTION FORM

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| Effective date of document  |  April 2017 |
| Award  | ACCHS |
| Award Type: | GRADE 2 |

 **POSITION IDENTIFICATION**

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| **Title: Aboriginal Care Coordinator - Renal** |
| **Reports to: KRS Nurse Unit Manager****Supervision of:** NA |
| **Relationships Internal:*** All Kimberley Renal Services Staff
* Kimberley Aboriginal Medical Service Staff

**Relationships External:*** Visiting Nephrology Specialist
* Aboriginal Medical Services staff throughout the Kimberley
* Other members of the multidisciplinary team
* Western Australian Country Health Service (WACHS)
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| **Duty Statement** |
| 1. Establishing and implementing effective care coordination services within the region to support Aboriginal patients to seek more proactive chronic disease management and care.
2. Provide relevant information and education about renal illness and treatments and assist clients to access services.
3. To engage with Aboriginal renal patients in outreach home setting.
4. Increase cultural awareness for renal staff new to the area of Aboriginal health.
5. Work within the multidisciplinary renal team and advocate for the rights of renal clients and their family.
6. Develop and implement strategies to improve access to mainstream primary health care for Aboriginal and Torres Strait Islander people.
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| **Key Responsibilities** |
| **1. Establish and implement effective care coordination services within the region to support Aboriginal patients to seek more proactive chronic disease management and care.*** Liaises with other KRS Aboriginal Care Coordinators as required to support renal clients and their families
* Assist clients to access health services, including medical appointments, PATS, social work, aged care and allied health
* Assist clients to access accommodation and provide ongoing support.
* Support clients to live independently, or at the hostel or in aged care facilities.
* Assist clients with securing their income including Centre link payments, and assist clients to address financial difficulties.
* Assist in identification of client’s physical, emotional, social, cultural and spiritual needs.

**2. Provide relevant information and education about renal illness and treatments and assist clients to access services.*** Educate patients in regard to managing their own healthcare needs.
* Educate Primary Health Care providers in regard to the management of renal disease.
* Be a mentor to Aboriginal Health Workers working in Aboriginal Medical Services.
* Encourage AHW to participate in screening of patients for renal disease.
* Provide support to AHW in the use of MMEX and tracking patients with renal disease.
* Utilize educational resources effectively to ensure learning occurs.
* Assist clients, their families and their community to increase their understanding and awareness of renal health.
* Support the development and facilitation of local primary health care practice specific Chronic Disease Management clinics and services.
* Provide Palliative care support to clients and their family

**3. To engage with Aboriginal renal patients in outreach home setting.*** Undertake health promotion activities to increase awareness and understanding of renal disease and its effects.
* Provide education in regard to renal replacement therapy options available.
* Educate primary health care providers in regard to renal disease its impact and effects.

**4. Increase cultural awareness for renal staff new to the area of Aboriginal health*** Provide a link between Aboriginal clients and Renal Health Centre Staff
* Support and encourage the delivery of culturally sensitive health care, and assist staff to increase their cultural understanding
* Facilitate communication between clients, their families, the community and Renal Health Centre staff

**5. Work within the multidisciplinary renal team and advocate for the rights of renal clients and their family*** Facilitate client contact with family and community and assist clients to have visits home
* Liaise with community based service agencies (government and non-government) on behalf of clients and their families
* Participate in multidisciplinary meetings
* Maintain appropriate records and provide relevant written and verbal reports.

**6. Develop and implement strategies to improve access to mainstream primary health care for Aboriginal and Torres Strait Islander people.*** Engage with local Aboriginal Medical Services to ensure a collaborative approach for patient care.
* Build and strengthen partnerships at local level and identify barriers to Aboriginal people accessing quality health care and chronic disease management in the local area.
* Establish and maintain links with other organisations providing services to indigenous people in the region.
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| **Selection Criteria** |
| **Essential:**1. Needs to be an Aboriginal or Torres Strait Islander person
2. Ability to work with Indigenous people from a variety of backgrounds
3. Good record keeping and organizational skills
4. Willing to learn and participate in career development
5. Good communication and negotiation skills
6. Capacity to work well in a team setting
7. Well-developed knowledge of community agencies and services
8. Commitment to promote cultural sensitivity and confidentiality
9. Able to work independently
10. Need to possess a ‘C’ class license (Manual Licence)

**Desirable:** * Previous work experience in a health setting
* Capacity to mentor other Aboriginal staff
* Sound computer skills
* Availability to travel within the Kimberley
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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 CEOSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
| **About KAMS and KRS** |
| **Kimberley Aboriginal Medical Services** KAMS (Kimberley Aboriginal Medical Services) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia. Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service). The KAMS Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level. KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMSC's regional support includes:

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| * Population Health
* Social and Emotional Well Being
* Health Promotion
* Information Technology
* Pharmacy Support and Training
* Corporate and Financial Services
 | * Accredited Aboriginal Primary Health Care Training and Education
* Research
* Regional Renal Services
* Undergraduate and Postgraduate Medical Training
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**Kimberley Renal Services**KRS (Kimberley Renal Services) provides specialised renal services in the Kimberley. It is a wholly owned subsidiary of the Kimberley Aboriginal Medical Service Ltd. KRS has seen rapid expansion of its services in recent years with funding from both Commonwealth and State Governments for new dialysis facilities in Derby, Kununurra and Fitzroy CrossingFurther, funding to KAMS from the WA State Government has allowed implementation of a comprehensive Kimberley Renal Support Service (KRSS) to enhance regional efforts in prevention, early detection and better management of chronic kidney disease; provide timely pre-dialysis education and preparation; enhance training and support for patients on home dialysis options; and create a skilled, robust and culturally safe regional renal workforce to ensure that Kimberley people with kidney disease have access to the best of care, as close to home as possible. These comprehensive renal services are provided in partnership with the visiting nephrologist from RPH; FreseniusMedical Care (FMC) who provide state-wide home therapies services; WA Country Health Services (WACHS); and local health service providers. The model developed in the Kimberley is an innovative one which brings together primary, secondary and tertiary services in a culturally safe framework which aims to provide patients, families and communities with the best possible services, whilst building regional workforce capacity and providing diverse career paths for local Aboriginal people. **Website:** [**www.kamsc.org.au**](http://www.kamsc.org.au) |