



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Aboriginal Health Practitioner
Reporting To:	Clinical Manager – Newman Clinic
Award:	<i>Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Aboriginal and/or Torres Strait Islander Health Worker – Grade 3
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	17 th November 2020
Review Date:	17 th November 2021

Position Overview

The Aboriginal Health Practitioner reports to the Clinical Manager – Newman Clinic, and is responsible for providing holistic and culturally appropriate clinical and primary health care service, including health education and promotion to the Patients of Puntukurnu Aboriginal Medical Service (PAMS).

Position Responsibilities

A. Clinical Care and Chronic Disease Program Responsibilities

- Triage and support Aboriginal and Torres clients through PAMS clinical services and actively participate in, and/or facilitate aspects of care as appropriate.
- In collaboration with the Newman Clinic team, conduct opportunistic and scheduled health assessments, immunisations and treatment of clients within own scope of practice and delegation of clinical authority.
- Provide flexible support, guidance and advice to individuals, families and carers to assist with addressing their social, emotional and physical needs.
- Provide health screening for clients and families including but not limited to: routine clinic observations and comprehensive health screening

- Receive and follow up on 81300/10950 EPC referrals to provide specified follow up services for clients and families who have completed preventative health assessments and/or GPMP/TCA.
- Undertake venesection and point of care testing as requested by the General Practitioner and in accordance with own competencies and scope of practice.
- Actively maintain knowledge of the application of the MBS; ensure all EPC follow up visits are compliant with the referral and that recording and reporting of follow up services meets the criteria for MBS claiming.
- Provide support to General Practitioners and other clinical staff to meet the aims and objectives of the Newman Clinic.

B. Education and health promotion

- Work in collaboration with other employees at PAMS and take a leadership role in implementing education and health promotion for clients and the community.
- In collaboration with other employees, provide education to clients and families on health care and health promotion.

C. Infection control

- Demonstrate leadership in maintaining infection control principles at all times.
- Adhere to all policies and procedures in regards to infection control management.

D. Reporting and data management

- Demonstrate a clear understanding of PAMS reporting requirements as relevant to the position.
- Promote cooperative and collaborative working relationships with other health service providers in the area.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.

5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Safety and Health Act 1984 (WA)*.
9. Identify and assist to reduce Work Health & Safety hazards and risks.

SELECTION CRITERIA

ESSENTIAL:

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984 (WA)*.
- Completion of a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice).
- Registration with the Australian Health Practitioner Regulation Agency as an Aboriginal and/or Torres Strait Islander Primary Health Care Practitioner.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- A demonstrated understanding of the unique issues affecting and impacting upon the health of Aboriginal people
- Experience, skills and knowledge in multidisciplinary teamwork and conflict management.
- Sound written and oral communication skills.
- Demonstrated organisational and time management skills along with an ability to adapt to changing needs.
- Knowledge and experience in the provision of health promotion programs.
- Community support to undertake this role.
- Preparedness to continue training towards increasing competencies
- Knowledge of community and local Aboriginal cultural issues.

DESIRABLE:

- Experience and interest in Community or Aboriginal Mental Health.
- Ability to effectively communicate with the community about community health priorities.
- Current Apply First Aid certificate
- Knowledge and expertise in the use of Communicare
- Current Immunisation certificate or willingness to attain

APPOINTMENT FACTORS

Location: Based in Newman.	Accommodation: Nil
Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of the Federal Police Clearance, WA Working With Children Check and where required comply with legislative checks• Unencumbered 'C' class Manual Driver's Licence	Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles

ACKNOWLEDGEMENT

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

Name	Signature	Date Appointed	Date