



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position Title :	Social & Emotional Wellbeing Trainee- SEWB
Reports To:	Programs Manager
Employment:	As per employment contract
Award :	Aboriginal Controlled Community Health Services Award
Salary:	As per employment contract

This is an identified Aboriginal/Torres Strait Islander Position

Position Approval Updated: 30/3/2021 Last updated: New role	Approved: David Noonan Date: 30/3/2021
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ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

The SEWB Trainee will assist with the provision of a professional Social & Emotional Wellbeing service to the clients of Albury Wodonga Aboriginal Health Service

Working in the SEWB team this role will provide a working environment for the trainee's skills development whilst completing a twelve month Certificate III in Aboriginal Health specialising in Social and Emotional Wellbeing, preparing graduates with the skills and knowledge to provide culturally appropriate assessment and treatment for Aboriginal and Torres Strait Islander consumers

RELATIONSHIPS

Supervision

The position reports directly to the Programs Manager.

Internal

The Trainee will work collaboratively with SEWB staff and all other team members of AWAHS.

External

The Trainee will engage with AWAHS SEWB clients, other Aboriginal Organisations, Government bodies and key stakeholders

DUTIES OF THE POSITION

SEWB operations

- Learn and active participation in the provision of case management, including consultation, assessment, support, referral and follow up for clients with alcohol and other drug and/or mental health issues
- Develop competency to work within mental health and Alcohol and Other Drug services across the healthcare environment, and with Aboriginal and Torres Strait Islander clients, their families, communities and other Indigenous and non-Indigenous health professionals
- Understand and assist in the promotion and provision of a holistic approach to care which focuses on the needs of the client and their families
- Gain an understanding of and assist with detailed examination and risk assessment of clients.
- Participate in the planning, implementation, and provision of group options.
- Work with the SEWB staff to contribute to high quality, efficient and effective customer service.
- Work collaboratively with the staff and other members of the SEWB team to develop skills to enable provision of optimal client care.
- Listen and respond appropriately to direction given by the SEWB Workers
- Actively seek and participate in educational opportunities as appropriate
- Ensure client records are documented accurately and no breach of confidentiality occurs.
- Maintain a professional approach to work through the provision of quality client care
- Anticipate team requirements to facilitate efficient work flow and client throughput
- Assist the team to provide health education and promotion
- Any other duties appropriate to the position
- Additional duties as directed by your manager/ supervisor.

Traineeship responsibilities

- Undertake and successfully complete in a timely manner all modules, both workplace based and academic of the Certificate III in Aboriginal Health
- Attend all offsite and undertake online training required by your Registered Training Organisation (RTO) and AWAHS.
- Complete all required training tasks within the time frame allocated in the traineeship agreement with the RTO and AWAHS

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.

- Maintain professional skills and knowledge via appropriate staff development activities.
- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and group activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to the Organisational Chart on the AWAHS website.

SELECTION CRITERIA

- An interest in Aboriginal Social and Emotional Wellbeing
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner
- Understanding of current health issues relevant to Aboriginal & Torres Strait Islander communities.
- Demonstrated high level of written, verbal and interpersonal communication skills;
- Computer literacy in word processing, spreadsheets and email
- Current Drivers Licence

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form
- This is an identified Aboriginal/Torres Strait Islander Position. Proof of Aboriginality is a legitimate requirement. Exemption is claimed under Section 14 of the Antidiscrimination Act.

DECLARATION

I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Ltd.

Name

Signature Date