



## Albury Wodonga Aboriginal Health Service Ltd

# POSITION DESCRIPTION

<b>Position Title :</b>	<b>Aboriginal Health Practitioner</b>
<b>Reports To:</b>	<b>Clinic Manager</b>
<b>Employment:</b>	<b>As per employment contract</b>
<b>Award :</b>	<b>Aboriginal Controlled Community Health Sector Award</b>
<b>Salary:</b>	<b>As per employment contract</b>

**This is an identified Aboriginal/Torres Strait Islander Position**

<b>Position Approval</b> Updated: 4/05/2021 Last updated: 6/03/2020	Approved: David Noonan Date: 4/05/2021
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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 position assists to increase the capacity of GPs and other health professionals and provides a range of direct clinical services and functions as part of the delivery of a holistic health care service to our patients, all with aim of closing the gap for the local Aboriginal and Torres Strait Islander community

### **RELATIONSHIPS**

#### **Supervision**

The position reports directly to the Clinic Manager.

#### **Internal**

The practitioner will work collaboratively with all other team members of AWAHS.

### **External**

The Health Practitioner will engage with patients, other Aboriginal Organisations, Government bodies and key stakeholders

## **DUTIES OF THE POSITION**

### **Health Work**

- 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 regarding the effects of nutrition and diabetes health issues

### **Clinical Services**

- Education to clients on procedures and treatments to gain cooperation and understanding, and to allow clients to make informed decisions about their health management.
- Safely and proficiently undertake a range of clinical assessments, tests and procedures as a member of a primary health care team, interpret clinical findings using a problem-based approach based on a working knowledge of organ systems and common diseases, determine an action plan, use written care protocols and liaise with senior health staff.
- Contribute to the effective management of the patient care plan systems, including participating in patient care conferences, managing patient follow up procedures, and maintaining appropriate documentation in accordance with established guidelines.
- Participate in team care arrangements and health checks for clients.
- Have an understanding of Medicare and optimise Medicare billings for the Aboriginal Health Practitioner provider number and work within the scope of practice.
- Collect and record data from clients which assist in the diagnosis and management of common medical problems and medical emergencies.
- As part of the clinical team take responsibility for the management of cold chain for immunisations.
- Organise, participate in and evaluate health promotion activities for the local Aboriginal community.
- Liaise with Aboriginal agencies, health clinics, hospitals and welfare providers and other staff members to ensure clients have access to information and are referred to relevant services and programs as required.
- Mentor and train other staff as required.
- Other duties and responsibilities as directed by your manager.

### **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.

**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.

**ORGANISATION CHART**

Refer to the Organisational Chart on the AWAHS website.

**SELECTION CRITERIA**

- Certificate III or higher in Aboriginal and/or Torres Strait Islander Primary Health Care or equivalent
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Aboriginal Health Practitioner or eligible to obtain
- Experience relevant to the role and working in a multidisciplinary team environment.
- Demonstrated knowledge in the principles of primary health and associated skills to perform assessments, plan and implement health care strategies.
- Proven high level of written, verbal and interpersonal communication skills.
- Excellent computer literacy.
- 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
- 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 .....