



Albury Wodonga Aboriginal Health Service Inc

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(PO Box 3040)

POSITION DESCRIPTION

Position Title :	Aboriginal Health Promotion Officer
Supervisor:	Programs Manager
Term of Employment:	Full Time
Award :	Aboriginal Community Controlled Health Services
Salary:	As per contract.

Position Approval

Updated: 13/02/20
Last updated: 17/11/18

Approved: David Noonan
Date: 14/02/2020

ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. is an Aboriginal Community Controlled Health Organisation. AWHS 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

To provide comprehensive quality health and family services based on respect for Aboriginal Culture.

POSITION PURPOSE

- The Aboriginal Health Worker - Health Promotion (AHW HP) will be directly responsible for promoting a client focused approach to engaging with family, carers and clients affected by health issues.

- The AHW HP will promote the wellbeing of Aboriginal people by ensuring that programs and services are delivered from a culturally sensitive holistic perspective, within the principles and goals of Primary Health Care.
- The AHW will work towards increasing access to Health Information and Services within the local Aboriginal community.
- The AHW will encourage the local Aboriginal community to take responsibility for their own health, the health of their families and the health of the broader Aboriginal Community.
- The AHW will build productive and meaningful relationships with mainstream health providers who deliver Health Programs and Services.

RELATIONSHIPS

Supervision

The position reports directly to and is supervised by the AWAHS Programs Manager

Internal

The Aboriginal Health Worker will work collaboratively with all other team members of AWAHS.

External

The AHW will be expected to liaise with key stakeholders who are involved with Health issues affecting our local Aboriginal community. The liaison will also include other local Aboriginal Organisations.

DUTIES OF THE POSITION

Community Development/Health Promotion

- Identify local health promotion priorities and bring together programs/services to respond to identified needs.
- Participate in, promote and develop projects and programs that enhance the community's understanding of Health issues.
- Raise awareness of Aboriginal Health issues and advocate for best practice approaches amongst agencies.
- Provide community education, awareness and prevention programs in Health.
- Work with the community to develop and implement a range of activities to promote better health for the community.
- Work collaboratively with other service providers to develop and implement cultural understanding within health staff's work practices.
- Up skill new Medical, Allied Health staff and students with current & relevant cultural and health knowledge.

Administrative

- Maintain accurate client and program records and statistics as required.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Participate in the ongoing development and implementation of policies which are sensitive to the identified health needs and concerns of Aboriginal people/communities and which reflect the principles of social justice and equity, by consultation, participation and advocacy in appropriate forums.
- Maintain confidentiality.

- Manage, develop content and update social media platforms
- Work with other stakeholders to develop marketing material
- 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.

Professional

- 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.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Undertake work practices as directed

Mandatory Requirements.

- Comply with the NSW Department of Community Services mandatory child protection reporting regulations.

ORGANISATION CHART

Refer to attached AWHS Organisational Chart.

SELECTION CRITERIA

Essential

- This is a designated Aboriginal/Torres Strait Islander Position. Proof of Aboriginality is a legitimate requirement. Exemption is claimed under Section 14 of the Anti-discrimination Act.
- Demonstrated Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and have established links with the local community.
- Be able to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner
- Demonstrated ability to negotiate with internal and external partners to achieve successful program implementation and sustainability.
- Demonstrated knowledge of current health issues relevant to Aboriginal & Torres Strait Islander communities.
- Highly developed analytical, critical appraisal and problem solving skills.

- Proven computer skills.
- Demonstrated social media platform management skills
- Proven experience in the development of marketing material
- Willingness and commitment to work effectively as part of a multi-disciplinary team and deliver services to the whole community.
- Current Drivers Licence

Desirable

- Tertiary qualifications in the field of health/social or other relevant qualifications and/or experience in the field of Health Promotion.
- Have well developed interpersonal skills, the highest standards of personal integrity and excellent time management skills.
- Have a clear Criminal Record and Working with Children Check.
- Demonstrated experience in strategic planning, and program design, implementation and evaluation within a quality framework.
- Demonstrated knowledge and experience of contemporary health promotion and population health theory and practice.
- Willing to undertake further education and training as required.

DECLARATION

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the AWAHS policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Incumbent:

AWAHS CEO:

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Signature:

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