



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position Title :	Aboriginal Health Worker- Clinical
Reports To:	Clinic Manager
Employment:	As per employment contract
Award :	Aboriginal Controlled Community Health Sector Award
Salary:	As per employment contract

This is an identified Aboriginal/Torres Strait Islander Position

Position Approval Updated: 31/08/2021 Last updated: New role	Approved: David Noonan Date: 31/08/2021
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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 health worker provides a range of a clinical, preventative and promotional health functions designed to support the capacity of GPs and other health professionals 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 health worker will work collaboratively with all other team members of AWAHS.

External

The employee 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

- Assist in the education to clients on procedures and treatments to gain cooperation and understanding, and to allow clients to make informed decisions about their health management.
- Under supervision safely and proficiently undertake a range of clinical assessments, tests and procedures.
- Provide a range of health functions of a clinical, preventative, rehabilitative or promotional nature under the general direction of more senior employees
- Contribute to the effective management of the patient care plan systems, including participating in patient care conferences, patient follow up procedures, and maintaining appropriate documentation in accordance with established guidelines as directed.
- Participate in team care arrangements and health checks for clients.
- Understand Medicare and where directed contribute to Medicare billings 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.
- As required 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.
- 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
- Experience relevant to the role and working in a multidisciplinary team environment.
- Understanding of the health issues impacting Aboriginal and Torres Strait Islander communities
- Demonstrate knowledge in the principles of primary health
- 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