

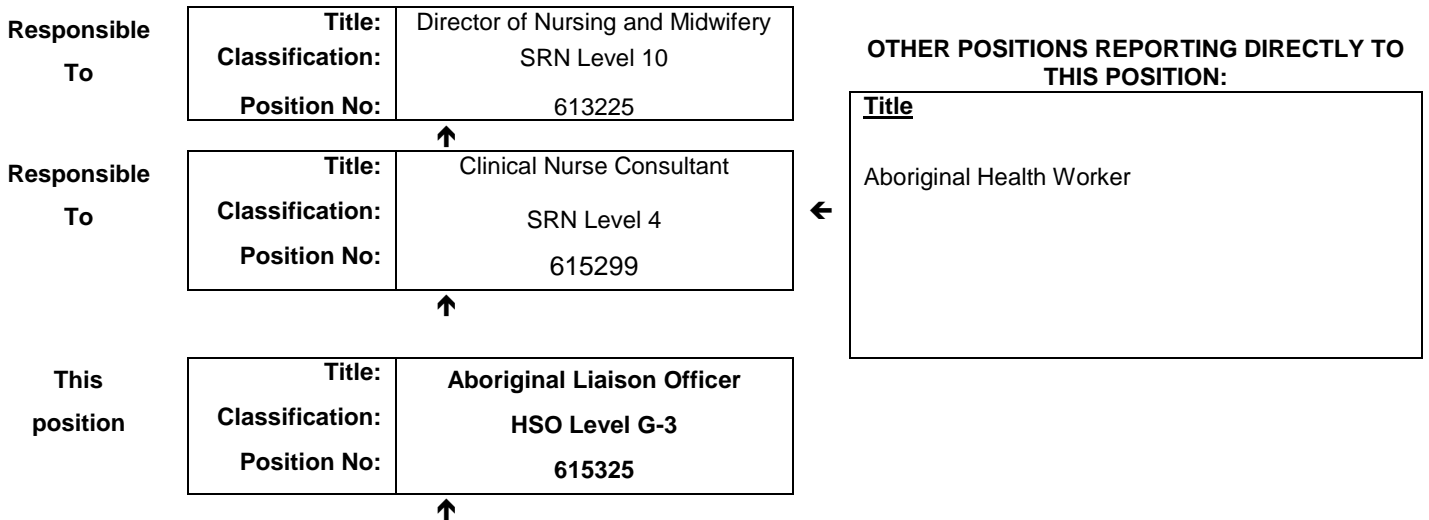


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615325
Division:	Pilbara	Title:	Aboriginal Liaison Officer
Branch:	Renal	Classification:	HSO Level G-3
Section:	Nursing	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

In liaison with health care professionals, provide delegated assistance, care and support to Aboriginal people accessing health care services within the region.

WA Country Health Service
Pilbara
21 June 2018
REGISTERED

TITLE	Aboriginal Liaison Officer	POSITION NO	615325
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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

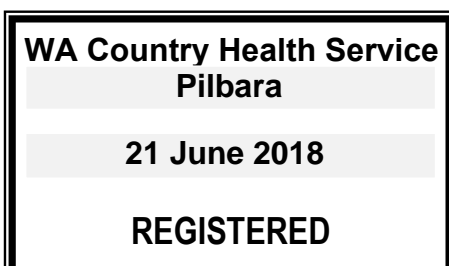
Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	SERVICE DELIVERY	D	80
1.1	Act as advocate, interpreter and advisor within the Health Service to provide the link between Aboriginal clients, communities and Health Service staff, working at all times according to approved policies and guidelines.		
1.2	Provide orientation to Aboriginal clients and families to various health services/programs as required.		
1.3	Contributes to Aboriginal Cultural Awareness training for regional staff and the wider community.		
1.4	Act as a resource and/or cultural advocate for Aboriginal clients, families and communities, promoting the various health services and providing appropriate information as/where required.		
1.5	Participate in multi-disciplinary teams and programs as appropriate, undertaking coordination of specific programs and associated supervision as required.		
1.6	Assist in the development of culturally appropriate resources as required.		
1.7	Visit communities, and liaise with relevant community committees as required.		
1.8	Liaise with government agencies and other service providers as required.		
1.9	Contribute to and participate in a quality approach to service delivery.		
1.10	Assist on a daily basis with issues which arise in the delivery and provision of care for renal clients.		
2.0	ADMINISTRATIVE	D/R	15
2.1	Maintain appropriate, legible records and ensure security and confidentiality of client information at all times.		
2.2	Contribute to the development of planning and resourcing relating to Aboriginal client service provision.		
2.3	Participate in performance management and professional development programs as directed/required.		
3.0	OTHER	A/R	5
3.1	Undertake other duties as directed.		
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.			



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Pursuant of Section 50(d) of the Equal Employment Act, 1984, the occupant of this position must be of Aboriginal descent.
2. Previous experience in a health care/service role.
3. Ability to work independently and as part of a multi-disciplinary team.
4. Demonstrated effective communication skills – interpersonal, verbal and written.
5. Demonstrated experience in computer usage including word processing and email.6
6. Possession of a current C Class driver’s licence.

DESIRABLE

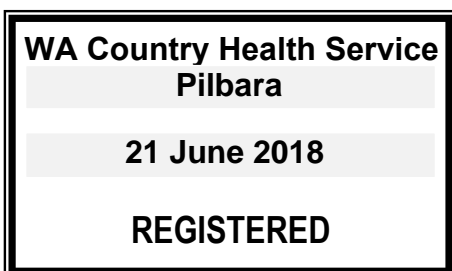
1. Current knowledge and commitment to Equal Opportunity in all respects of employment and service delivery.
2. Awareness of access to the health services that effect/impact the clients of this position.

Section 6 – APPOINTMENT FACTORS

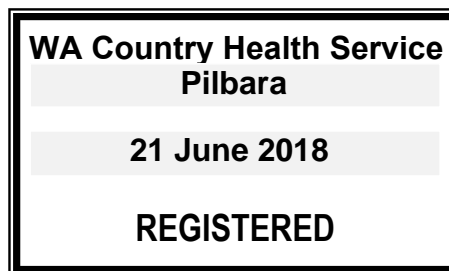
Location	South Hedland	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Leave Travel Concession if applicable, one week additional leave for above the 26 th Parallel, Air-conditioning subsidy if applicable Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Successful Working With Children clearance • Current C Class drivers licence 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.



Signature and Date:
Director of Nursing and Midwifery



Signature and Date:
Regional Director

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

Name	Signature	Date Appointed	Date Signed

