



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	613862
Division:	Geraldton Hospital	Title:	Aboriginal Liaison Officer Female
Branch:	Nursing	Classification:	HSO Level G3
Section:	Ambulatory Services	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Coordinator of Nursing - Surgical Services Ambulatory Care
	Classification:	SRN Level 7
	Position No:	605131

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Clinical Nurse
Clinical Nurse
Clinical Nurse Renal
Clinical Nurse Chemotherapy
Clinical Nurse Specialist - Diabetes
Aboriginal Liaison Officer Male

Responsible To	Title:	Clinical Nurse Manager - Ambulatory Care
	Classification:	SRN Level 3
	Position No:	613573

This position	Title:	Aboriginal Liaison Officer Female
	Classification:	HSO Level G3
	Position No:	613862

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
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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.



TITLE	Aboriginal Liaison Officer Female	POSITION NO	613862
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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 worn 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 VALUES

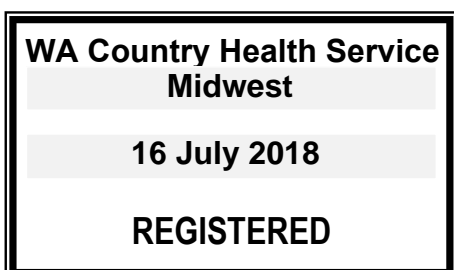
Community -- making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

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	Contribute 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. Contribute to and participate in a quality approach to service delivery.		
2.0	ADMINISTRATIVE	D	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	O	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

- Female member of the Aboriginal Community [Section 50 (d) and Section 27 (2)] of the Equal Opportunity Act – Aboriginality is considered a genuine occupational qualification].
- Previous experience in a health care/service role.
- Ability to work independently and as part of a multi-disciplinary team.
- Demonstrated effective communication skills – interpersonal, verbal and written.
- Demonstrated experience in computer usage including word processing and email.
- Possession of a current drivers licence.

DESIRABLE

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

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Evidence of current Working with Children check • Evidence of current Aged Care check • Successful Pre- Placement Health Screening clearance • Current drivers licence Allowances <ul style="list-style-type: none"> • District allowance 		
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:
Manager

**WA Country Health Service
Midwest**

16 July 2018

REGISTERED

Signature and Date:
Regional Director

**WA Country Health Service
Midwest**

16 July 2018

REGISTERED

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

**WA Country Health Service
Midwest**

16 July 2018

REGISTERED