



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	613926
Division:	Wheatbelt	Title:	Senior Aboriginal Health Worker
Branch:	Population Health Unit	Classification:	AEHW Level 3
Section:	Aboriginal Health Service and Avon & Central Wheatbelt Primary Health Service	Award/Agreement	Enrolled Nurses, Assistants in Nursing and Health Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Manager Wheatbelt Aboriginal Health
	Classification:	HSO Level G-8
	Position No:	608155



Responsible To	Title:	Clinical Nurse Manager
	Classification:	SR Level 2
	Position No:	608159



This position	Title:	Senior Aboriginal Health Worker
	Classification:	AEHW Level 3
	Position No:	613926



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
613932 Community Health Nurse – Aboriginal Antenatal Program – RN L2 – 0.41 FTE
608166 Senior Aboriginal Health Worker – AEHW L3 – 1.0 FTE
607151 Aboriginal Health Worker – AEHW L2 – 2.0 FTE
614965 Aboriginal Liaison Grandmother – HSO G3 – 0.40 FTE

Positions under direct supervision: Nil.	← Other positions under control:												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Position No.</td> <td style="width: 25%;">Title</td> <td style="width: 25%;">Position No.</td> <td style="width: 25%;">Title</td> </tr> <tr> <td style="text-align: center;">Nil</td> <td style="text-align: center;">Nil</td> <td style="text-align: center;">Nil</td> <td style="text-align: center;">Nil</td> </tr> </table>	Position No.	Title	Position No.	Title	Nil	Nil	Nil	Nil	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Category</td> <td style="width: 50%;">Number</td> </tr> <tr> <td style="text-align: center;">Nil</td> <td style="text-align: center;">Nil</td> </tr> </table>	Category	Number	Nil	Nil
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Nil	Nil	Nil	Nil										
Category	Number												
Nil	Nil												

Section 3 – KEY RESPONSIBILITIES

In consultation with the Clinical Nurse Manager provides advanced services by assessing the holistic health needs of clients and families and undertaking liaison, health promotion, screening and care planning as part of the health team to the Aboriginal communities serviced by the Wheatbelt Aboriginal Health Team.



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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.	CLINICAL CASELOAD		45
1.1	Conducts assessment and treatment of clients within scope of practice and delegation of clinical authority at health service, GP surgery, home visit or clinic. Activities include undertaking health screening, care planning, case conferencing and implementing chronic disease management plans.	D	
1.2	In conjunction with other health professionals, develops and documents care plans for clients.	D	
1.3	Acts as advocate, interpreter and advisor to clients of the Wheatbelt Aboriginal Health Service / local GP surgery / health service.	D	
1.4	Identifies strategies that will give the greatest chance of improving the health of the client / family.	D	
1.5	Provides assistance with appointment times and follow-up for Aboriginal clients / patients.	D	
1.6	Facilitates a transportation service if required ensuring safety and security of transiting clients.	D	
1.7	Assists health professionals in achieving informed consent prior to treatment of Aboriginal patients.	D	
1.8	Reviews and evaluates clinical processes, in conjunction with other health professionals and adjusts these according to feedback.	D	
2.	LIAISON		20
2.1	Liaises with appropriate Government Departments and service providers on behalf of clients.	R	
2.2	Maintains an effective working relationship with other government departments such as Dept for Community Development, Dept for Child Protection, Ministry of Housing and local government.	R	
2.3	Acts as an advocate on behalf of individuals and families, for example promotes and attends Strong Families meetings.	R	
2.4	Maintains effective working relationships and communications between Wheatbelt Aboriginal Health Service / local GP surgery / health services and the Aboriginal community by recognising the need for cultural security for clients.	D	
2.5	Visits local hospitals on a regular basis and acts as liaison person on issues associated with Aboriginal clients.	D	
2.6	Acts as a health resource on Aboriginal health with the community and Health Service.	D	
3.	HEALTH PROMOTION		10
3.1	Uses all opportunities to encourage individuals and families to be responsible for their own health.	D	
3.2	Liaises with other service providers and venues as a way of providing culturally appropriate health education services.	D	
4.	PROGRAM PLANNING AND DEVELOPMENT		10
4.1	Assists with planning local Aboriginal health programs in line with Wheatbelt Aboriginal Health Strategic Plan.	R	
4.2	Reviews health issues with relevant people and stakeholders in the district to identify possible ways of addressing these issues.	R	
4.3	Assists with the identification of Aboriginal health needs in the area.	R	
4.4	Identifies ways to measure success of programs in addressing health needs and adjusts programs according to feedback and health outcomes.	R	
4.5	Advises area WACHS staff and relevant community organisations on culturally safe procedures and Aboriginal health issues.	R	
4.6	Assists with the initiation of appropriate strategies to improve Aboriginal Health within the area, for example, community development liaison, health promotion, culturally appropriate clinics and community meetings.	R	
5.	ADMINISTRATION		10
5.1	Maintains relevant clinical and service documentation, including CHIS statistical data collection, and provides written reports when requested by management and other relevant agencies.	D	
5.2	Plans work program to make most effective use of time and resources.	D	
5.3	Provides regular reports (monthly) on activities to line manager.	M	
5.4	Ensures the security and confidentiality of all client information.	D	
5.5	Provides support for Aboriginal Health team and supervision for students on practicum as required.	R	
5.6	Reports incidents, accidents/error events and any fault equipment to line manager.	O	



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Section 5 – SELECTION CRITERIA

ESSENTIAL

- Under Section 50(d) and of Equal Opportunity Act 1984, Aboriginality is essential.
- Possession of recognised Advanced Aboriginal Health Worker certificate IV / diploma or equivalent.
- Demonstrated ability and experience working with Aboriginal and Torres Strait Islander people including demonstrated knowledge and understanding of the WA Aboriginal Health and Wellbeing Framework.
- Demonstrated effective communication skills (verbal, written and interpersonal).
- Demonstrated ability to use computer systems for email, word processing and data entry.
- Demonstrated ability to effectively and efficiently plan, implement and evaluate clinical and health promotion programs.
- Demonstrated ability to work independently and in a multidisciplinary team.
- Knowledge of health issues affecting Aboriginal Communities in the Wheatbelt region and community resources that maybe utilised to address these issues.
- Possession of a current 'C' class driver's licence and ability to travel independently throughout the Wheatbelt.

DESIRABLE

- Eligible for registration as an Aboriginal Health Worker (practice) with Australian Health Practitioner Regulation Authority (AHPRA).
- Previous experience in the management and prevention of chronic diseases conditions, for example diabetes and cardiovascular disease.
- Demonstrated knowledge and understanding of the principles of primary health care.
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Avon & Central Wheatbelt	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 Successful Pre- Placement Health Screening clearance. Current C Class Drivers licence and ability to travel independently throughout the Wheatbelt This position is subject to a successful: <ul style="list-style-type: none"> Aged Care Criminal Record Screening Working With Children (WWC) Check 		
Specialised equipment operated	Nil		

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:
Executive Services



Signature and Date:
Chief Executive Officer

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

