



HSS REGISTERED

Aboriginal Health Liaison Coordinator
Health Salaried Officers Agreement: G-7
Position Number: RP603400
Armadale Kalamunda Group / East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Allied Health
Award Level: HSO G-10
Position Number: 111370

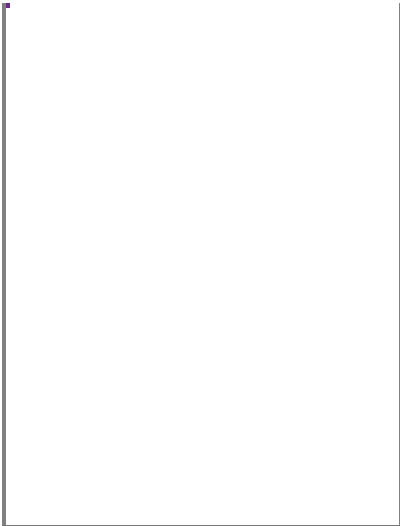


This Position



Directly reporting to this position:

Title	Classification	FTE
• Aboriginal Health Liaison Officer	HSO; Level G-5	2.0FTE
Professional line report:		
• Aboriginal Health Liaison Officer (Maternity)	HSO; Level G-6	1.0FTE



Key Responsibilities
 Provides leadership in the planning, implementation and evaluation of Aboriginal Health Liaison Services and culturally appropriate health care delivery to Aboriginal patients receiving care at the Armadale Kalamunda Group. Provides practical and cultural support to Aboriginal patients of AKG and their families. Provides cultural awareness training and education to AKG staff. Consults and negotiates with key stakeholders and the Aboriginal community to ensure inter-sectoral support for initiatives. Provides cultural leadership and support to staff and managers within AKG and EMHS communities



EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Service Coordination & Community Consultation (50%)

- 1.1 Identifies Aboriginal health needs and participates in the development, review and evaluation of the Aboriginal Health Liaison Officer service within the AKG.
- 1.2 Represents on Aboriginal health needs at professional and health working parties within AKG and the community.
- 1.3 Plans and delivers education programs to health professionals on Aboriginal cultural issues relating to health care.
- 1.4 Promotes engagement between staff, patients and the community and acts as a resource on issues relating to Aboriginal health.
- 1.5 In consultation with the Director of Allied Health prepares business plans and reports on program outcomes.
- 1.6 Collaborates with the Director of Allied Health to develop a strategic approach to ensure program priorities are achieved.
- 1.7 Coordinates policy development aimed at improving Aboriginal health outcomes.
- 1.8 Establish and maintain relationships with Aboriginal health and other social service providers.

2. Clinical (50%)

- 2.1 Provides an Aboriginal Health Liaison Officer role in Mental Health and general hospital as needed, as part of a multidisciplinary team to provide high quality health care and improved clinical outcomes to Aboriginal patients, carers and family network.
- 2.2 Acts as a cultural advocate for patients and carers.
- 2.3 Participates in planning for effective and timely discharge from the hospital.
- 2.4 Assists patients and carers in referral and handover to culturally appropriate community agencies.
- 2.5 Participates and contributes to relevant multidisciplinary team meetings.
- 2.6 Develop and implement coordinated care pathways.
- 2.7 Identify and develop relationships with other Aboriginal community groups in particular to develop models of care in support of quality care for Aboriginal patients.

3. Professional

- 3.1 Undertake activities to develop and maintain professional skills at a higher level.

4. Records Management

- 4.1 Maintains appropriate, legible records and ensures security and confidentiality of patient information.
- 4.2 Accurately records, collates and reports workload statistics.

5. EMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Actively participates in the Peak Performance program.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 5.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

6. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Under section 50D of the Equal Opportunities Act of 1984 the applicant must be recognised as a member of the Aboriginal or Torres Strait Islander community.
2. Relevant tertiary qualification and/or extensive relevant experience in Aboriginal Health.
3. Demonstrated experience working with individuals with mental health and drug and alcohol disorders and their families.
4. Knowledge and understanding of Aboriginal family structure, Aboriginal culture and customs and its impacts on health outcomes in Aboriginal communities.
5. Demonstrated experience in planning, implementing and evaluating Aboriginal programs and services including the ability to plan and deliver cultural awareness education and training.
6. Demonstrated staff management and supervisory skills.
7. Demonstrated ability to provide culturally appropriate leadership and representation to internal and external stakeholders.
8. Demonstrated effective interpersonal, verbal and written communication skills and the ability to work effectively in a multidisciplinary team setting.
9. Current knowledge of legislative obligations for equal opportunity, disability services and occupational safety and health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Demonstrated high level computer skills.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager / Supervisor Name	Signature	or	HE Number	Date
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Dept. / Division Head Name	Signature	or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature	or	HE Number	Date
Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	January 2021	Last Updated on	January 2021
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