



HSS Registered

Aboriginal Health Liaison Officer

Health Salaried Officers Agreement: G-5

Position Number: 112472

Allied Health Department

Armadale Health Service / East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Allied Health
HSO Level G10
Position Number: 111370



Coordinator Aboriginal Health Team
HSO Level G7
Position Number: 00603400



This Position



Directly reporting to this position:

- Nil

Also reporting to this supervisor:
• Various



Key Responsibilities

Liases and negotiates with Aboriginal patients, their families and health professionals across the Armadale Health Services for the development, planning and implementation of culturally safe and secure health care. Provides appropriate assessment and intervention with Aboriginal patients. Assists the multi-disciplinary teams with referrals to and knowledge of appropriate service options. Provides cultural consultancy to the Armadale Health Service staff.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1 Works as part of a team to provide high quality health care and health promotion services to Aboriginal clients, through assessment, intervention, advocacy and liaison.
- 1.2 Provides health consultation, chronic disease management and education using self-management principles.
- 1.3 Participates in planning for effective and timely discharge from the hospital.
- 1.4 Actively encourages and supports clients/families/community to engage in activities which maximise health gain such as attending scheduled appointments and treatments.
- 1.5 Provides advice and assistance to hospital staff regarding issues and strategies to develop culturally appropriate service delivery
- 1.6 Assist with making appropriate referrals to culturally appropriate community services to facilitate discharge.
- 1.7 Liaise with service providers to ensure that the patient is accepted into the service.
- 1.8 Provides additional information when needed to ensure a successful transition into the community services.
- 1.9 Provides verbal and written handover to service providers to ensure a smooth transition into service.

2. Community Liaison/Consultation

- 2.1 Utilises existing networks and resources in health program development to promote integration of services and community ownership of health care.
- 2.2 Promotes public relations between staff/clients and the community and acts as a resource on issues relating to Aboriginal Health including advising on models of care.
- 2.3 Identifies Aboriginal Health needs and participates in the development and review of Aboriginal Health programs.
- 2.4 Provides representation on professional and health working parties and committees as required. Participates in meetings and conferences as required.

3. Professional

- 3.1 Undertakes activities to develop and maintain professional skills at an advanced level.
- 3.2 Provides preceptorship for Aboriginal Health students if required.
- 3.3 Provides cross-cultural training for the Armadale Health Service staff, relevant government and non-government agencies and Aboriginal communities as required.
- 3.4 Contributes to the development of policy and procedures in relation to the management of Aboriginal Health.
- 3.5 Acts as a cultural advocate for patients and carers.
- 3.6 Acts as a consultant to the Armadale Health Service on matters relating to Aboriginal Health when required.

4. Records Management

- 4.1 Maintains appropriate, legible records and ensures security and confidentiality of client information.
- 4.2 Accurately records, collates and reports workload statistics.
- 4.3 Provides program activity and outcome reports, as required.

5. EMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Actively participates in the Peak Performance program.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 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. Advanced Certificate in Aboriginal Health Work.
3. Knowledge and understanding of Aboriginal family structure, Aboriginal culture and customs and its impact on health outcomes in Aboriginal communities.
4. Demonstrated effective communication and interpersonal skills including the ability to develop collaborative partnerships.
5. Demonstrated ability to effectively and efficiently plan and organize own workload.
6. Demonstrated ability to work independently and as a member of a multi-disciplinary team with minimum supervision.
7. Current "C" or "C.A." class driver's license.

Desirable Selection Criteria

1. Previous experience in a health care or community service setting.
2. Basic computer skills, and ability to use Microsoft Word, Microsoft Outlook and Microsoft Excel.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Current "C" or "C.A." class driver's license.
- Successful Aged Care Criminal Record Screen (ACCRS).
- Provision of the minimum identity proofing requirements.
- 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.				
<u>Craig Allen</u>	<u>He15427</u>	<u>12/04/2023</u>		
Manager / Supervisor	Signature or	HE Number	Date	
<u>Dept. / Division Head Name</u>	<u>Signature or</u>	<u>HE Number</u>	<u>Date</u>	
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.				
<u>Occupant Name</u>	<u>Signature or</u>	<u>HE Number</u>	<u>Date</u>	
<u>Effective</u>				
HSS Registration Details (to be completed by HSS)				
Created on	<u>August 2020</u>	Last Updated on	<u>March 2023</u>	