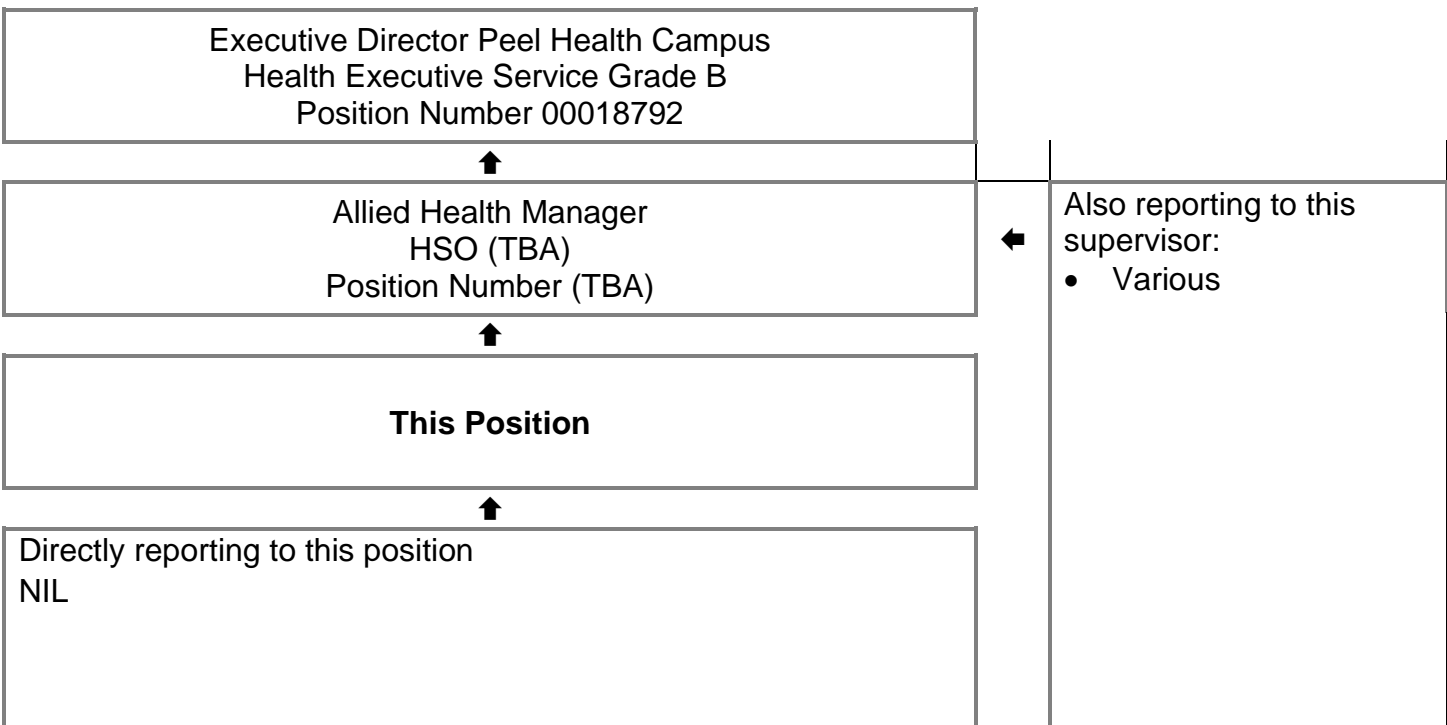




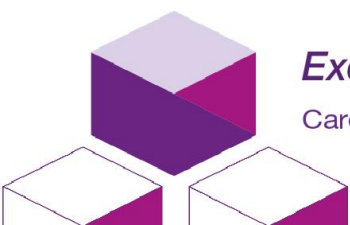
HSS Registered

Aboriginal Health Liaison Officer
Health Salaried Officers Agreement HSO Level G5
Position Number 00021048
Aboriginal Liaison / Allied Health Directorate
Peel Health Campus / South Metropolitan Health Service

Reporting Relationships



Key Responsibilities
 Liaises and negotiates with Aboriginal patients, their families, health professionals, government and non-government service providers on issues relating to the health and welfare of Aboriginal patients of Peel Health Campus (PHC). This position also facilitates the development, planning and implementation of culturally appropriate health care at PHC and provides cultural consultancy to PHC staff.



SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



SMHS is committed to driving opportunities to reduce its environmental footprint and promote environmentally sustainable work practices. As a health care provider, we believe it is our responsibility to reduce our emissions for the health and wellbeing of our community. It is also our responsibility to use resources wisely for the health of the planet.



Brief Summary of Duties

1. Community Liaison/Consultation

- 1.1 Works as part of a multidisciplinary team to provide high quality health care, and health promotion services to Aboriginal clients.
- 1.2 Acts as a cultural advocate for patients and carers.
- 1.3 Provides health consultation, chronic disease management and education using self-management principles.
- 1.4 Participates in planning for effective and timely discharge from the hospital.
- 1.5 Actively encourages and supports clients/families/community to engage in activities which maximise health gains such as attending scheduled appointments and treatments.
- 1.6 Provides liaison linkages with Government and non-government agencies in relation to issues affecting the treatment plans of patients.
- 1.7 Utilises existing networks and resources in health program development to promote integration of services and community ownership of health care.
- 1.8 Promotes public relations between staff/clients and the community and acts as resources on issues relating to Aboriginal health including advising on models of care.
- 1.9 Identifies Aboriginal health needs and participates in the development and review of Aboriginal health programs.
- 1.10 Contributes to the development of policy and procedures in relation to the management of Aboriginal health.
- 1.11 Provides representation on professional and health working parties and committees as required. Participates in meetings and conferences as required.
- 1.12 Assists in the development of culturally appropriate resources as required.
- 1.13 Promotes cultural awareness to PHC staff and provides cross-cultural training for PHC staff, relevant government and non-government agencies and Aboriginal communities as required.

2. Professional Development

- 2.1 Undertakes activities to develop and maintain professional skills.
- 2.2 Participate in staff development programs as required.
- 2.3 Participates in approved quality improvement activities.

3. Administration

- 3.1 Maintains appropriate, legible records and ensures security and confidentiality of client information.
- 3.2 Accurately records, collates and reports on daily workload statistics and patient data.
- 3.3 Manages and organises workload with minimum supervision.
- 3.4 Provides program activity and outcome reports, as required.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 4.2 Participates in the maintenance of a safe work environment.
- 4.3 Participates in an annual performance development review.
- 4.4 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.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.

5. 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 role and the SMHS Values.

Essential Selection Criteria

1. Aboriginality (under section 50(d) of the Equal Employment Opportunity Act).
2. A Certificate IV in Aboriginal Primary Health Care (or equivalent qualification) through an accredited education provider or equivalent experience.
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 organise 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 licence.

Desirable Selection Criteria

1. Previous experience in a health care or community service setting.
2. Basic computer skills in email management and internet searching.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C,A" class driver's licence.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment