



## Position Description

<b>Position Title</b>	Aboriginal & Torres Strait Islander Health Worker
<b>Reports to</b>	Clinic Coordinator
<b>Direct Reports</b>	Not applicable
<b>Award</b>	Aboriginal Community Controlled Services Award 2010
<b>Salary</b>	\$42,780-\$59,441

### VISION STATEMENT

The vision of Mamu Health Service Limited (MHSL) is the elimination of disparities in health and wellbeing experienced by Aboriginal and Torres Strait Islander peoples in our region.

### POSITION PURPOSE

The Aboriginal & Torres Strait Islander Health Worker is responsible for providing culturally appropriate and comprehensive primary health care. The position undertakes clinical, health promotion and community engagement and administrative duties.

The Aboriginal & Torres Strait Islander Health Worker is required to travel to and work at all MHSL locations and throughout the service areas.

### RESPONSIBILITIES

#### *Clinical*

- Assist in the provision of comprehensive primary health care and education of clients, in conjunction with other members of the health care team.
- Under instruction, conduct clinical procedures, including (but not limited to) client screening, assessment and observation in accordance with established protocols.
- Inform and educate clients on clinical procedures and support clients with informed consent processes, as directed by MHSL medical practitioners
- Support the delivery of education and activities to raise awareness of health promotion, and early intervention, treatment and prevention of medical conditions.
- Maintain accurate client records in Communicare (or equivalent patient information system) and other record keeping systems in accordance with MHSL, Medicare and other provider requirements and to maximise Medicare revenue and meet targets.
- Collect and record data from clients which will assist in the diagnosis and management of common medical problems and medical emergencies and for organisational reporting
- Develop and maintain up to date knowledge of MHSL's services, referral services, community health and support programs and other health services available to clients in the region
- Develop and maintain strong working relationships with service providers to enable shared care management, referral pathways and ongoing support for clients.

- Conduct regular patient recalls and close patient files appropriately.

#### *Health Promotion & Community Engagement*

- Develop, deliver and evaluate health promotion and community engagement programs and activities that are appropriate for the needs of the Aboriginal and Torres Strait Islander community and satisfy the requirements of service agreements
- Through the provision of accurate information, promote the services of MHSL through community engagement activities and networking with current and potential stakeholders

#### *General requirements*

- Comply with MHSL policies and procedures, quality standards and relevant legislation to ensure high quality, safe service and workplace
- Contribute to the maintenance of AGPAL and ISO:9001 (or equivalent) accreditation status and reaccreditation, as required
- Promote a safe workplace and comply with the Workplace Health and Safety responsibilities as required by the Workplace Health and Safety Policy is legal requirements.

### **CONDITIONS OF EMPLOYMENT**

Employment is conditional upon the following:

- Vaccination or confirmed non-susceptibility to Vaccine Preventable Diseases (VPDs) during employment, including measles, mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)
- Vaccination or confirmed non-susceptibility to Hepatitis B. (Proof of vaccination or non-susceptibility is required for all employees who have direct contact with patients or who, in the course of their work, may be exposed to blood/bodily fluids or contaminated sharps.)
- Current QLD drivers licence or the ability to obtain if from another state
- Proof of qualifications and current registration (where appropriate) claimed in job application must be provided prior to commencement of employment
- A Criminal History Check (AFP) will be conducted upon commencement of employment
- Ability and willingness to travel to and work at all MHSL's work locations and service area, when required
- Current First Aid Certificate or ability to obtain
- Advanced Life Support and Cardiopulmonary resuscitation (CPR) certificate, or evidence of training

### **SELECTION CRITERIA**

#### **Qualifications & Experience**

- Certificate III, IV or Diploma in Aboriginal and/or Torres Strait Islander Primary Health Care
- Significant experience in Aboriginal and Torres Strait Islander primary health care, liaison and/or community engagement
- Experience as a Health Worker or performing the duties required of this position (desirable)
- Experience using Communicare or similar patient information system (desirable)



### Knowledge, Skills & Personal Attributes

- Well-developed verbal communication and interpersonal skills, with the ability to effectively communicate with Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander people
- Understanding of the unique issues affecting Aboriginal and Torres Strait Islander people in the region
- Exceptional customer service skills and a commitment to understanding customer needs
- Ability to work as an effective team member and make strong contributions towards organizational and team objectives
- Well-developed organisational skills, including the ability to manage own work and meet deadlines

The filling of this position is intended to constitute a special/equal opportunity measure under s 8(1) of the *Racial Discrimination Act 1975* (Cth) and s 105 of the *Anti-Discrimination Act 1991* (Qld). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.