



Umoona Tjutagku Health Service Aboriginal Corporation

Position Title	Aboriginal Health Worker –
Work Unit	Clinic Team
Employment Status	Full Time & Part Time
Position Reports To	

Organisational Context/Environment

Umoona Tjutagku health Service is responsible for providing a safe, friendly, confidential and culturally appropriate Aboriginal and Torres Strait Islander primary health care service in line with community needs and consistent with relevant National and State Aboriginal and Torres Strait Islander health frameworks.

Purpose of Position

The Aboriginal Health Worker is responsible for providing support to the community in order to maintain and promote health care. The position provides this support by addressing the health needs of individual community members and the community as a whole.

Duties and Responsibilities

Health Work:

- Provide culturally appropriate health care to meet the needs of the community.
- Participate in relevant local community projects and groups that aim to increase general awareness regarding the effects of nutrition and diabetes health issues.

Clinical Services:

- Under professional supervision, explain procedures and treatments to clients to gain co-operation and understanding, and to allow clients to make informed decisions about their health management.
- Safely and proficiently undertake a range of simple clinical assessments, tests and procedures as a member of a primary health care team, interpret clinical findings using a problem-based approach based on a working knowledge of organ systems and common or important diseases, determine an action plan, use written care protocols and liaise with senior health staff as appropriate.
- Contribute to the effective management of the Centre's patient care plan systems, including participating in patient care conferences, managing patient follow-up procedures, and maintaining appropriate and adequate documentation in accordance with established guidelines.
- Participate in team care arrangements as required e.g. health checks.
- Collect and record data from clients which assist in the diagnosis and management of common medical problems and medical emergencies.
- As part of the clinical team, take responsibility for the management of cold chain for immunisations.



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Advocacy:

- Liaise with Indigenous agencies, health clinics, hospitals and welfare providers, and other staff members (particularly the Program Team) to ensure clients have access to information and are referred to relevant services and programs as required.

Reporting and Quality Improvement:

- Collect and prepare reports and statistics as required by the Practice Manager and other service reporting requirements (e.g. Operational Plan Development).
- Undertake regular Information Technology (IT) training to ensure useful and accurate data entry relevant to whole of service reporting requirements
- Collect and prepare reports and statistics as required by the Practice Manager.
- Prepare an annual work plan in consultation with the position's supervisor and produce regular performance reports in accordance with the requirements of Centre's Individual Work Plans, performance management, and reporting systems.
- Participate in quality improvement processes to improve patient and Centre outcomes.

Teamwork:

- Work as a highly independent worker, but also as an integral part of the team.
- Communicate effectively and openly in the workplace.
- Complete tasks in a timely manner and meet strict deadlines.
- Participate in professional development including self-directed learning and required training.
- Demonstrate knowledge of occupational health & safety, and equal employment opportunity and comply with associated organisational policies.

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. Umoona Tjutagku Health Service can direct you to carry out duties which it considers are within your level of skill, competence and training.

Key Internal Relationships	Key External Relationships
Aboriginal Health Workers General Practitioners Clinic Manager Health Promotions Team	Community

Key Selection Criteria

- 1) Certificate IV or Diploma in Primary Health Care or equivalent industry experience.
- 2) Certificate in Pathology Collection or the equivalent or willingness to obtain.
- 3) Demonstrated knowledge in the principles of primary health and the associated skills to perform assessments, plan and implement health care strategies.
- 4) Demonstrated interpersonal skills in dealing with the community, patients and staff members.
- 5) Demonstrated knowledge and experience in using computers and particularly the Microsoft Office Suite and a demonstrated understanding of medical software.



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- 6) A knowledge and understanding of Aboriginal Torres Strait Islander societies and cultures and an understanding of the issues, particularly in the health area which are affecting Aboriginal & Torres Strait Islander people and a demonstrated ability to communicate sensitively and effectively with Aboriginal & Torres Strait Islander people.

Additional Factors

- Possession of a current 'C' Class Open Driver's Licence valid in Queensland is required;
- Current Queensland Blue Card with Commission for Children and Young People and Child Guardian;
- Current Criminal History check; and
- Hepatitis B immunisation – proof of vaccination must be provided upon acceptance of appointment.

Approved by the CEO:

Date:

Incumbent:

Date: