

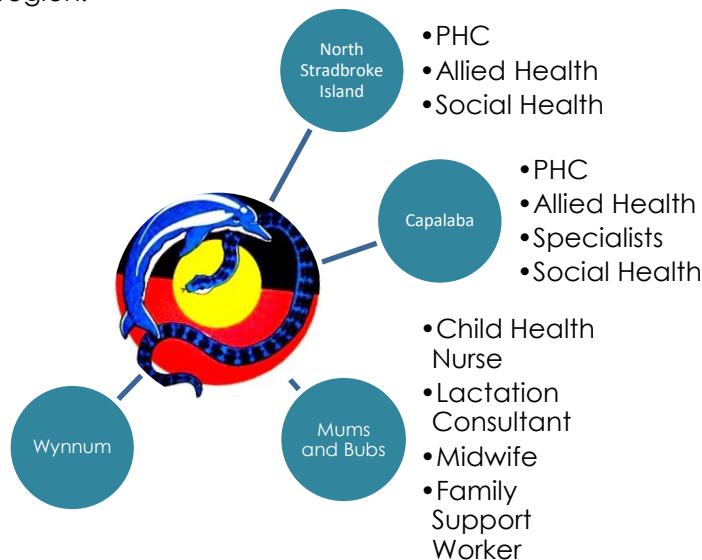
Yulu-Burri-Ba Aboriginal Corporation for Community Health
ABN 68 372 421 952 ACN 2034

Position Description: Aboriginal Health Worker

Organisational Context/Environment

The Yulu-Burri-Ba Aboriginal Corporation for Community Health (Yulu-Burri-Ba) 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. The public primary health care service Yulu-Burri-Bar provides incorporates a bulk-billing general practice medical clinic; a dental clinic; an individual support and counselling service, health screening and health promotion activities.

The Institute for Urban Indigenous Health is a key stakeholder in the delivery of these services and provides support for Aboriginal and Torres Strait Islander health services in the South East Queensland region.



Our values

- **Cooperation** – Yulu-Burri-Ba is committed to working in collaboration with our communities and other services providers to identify needs, address gaps and develop community capacity. An important feature of our organisation is our belief in community controlled governance
- **Respect** – At Yulu-Burri-Ba we believe in respecting our culture and the individuals within the community, which includes respecting their dignity, individuality and upholding their rights. Our organisation will demonstrate compassion for each individual's concerns and needs and provide services in a non-judgemental and confidential manner
- **Quality** – Yulu-Burri-Ba believes in providing the highest quality health care services that meet the expectations of our clients, communities and peers. We will demonstrate our ability to deliver high quality health care and services through continuing to maintain accreditation status across the organisation
- **Learning** – The value of continuous learning and ongoing development is important to Yulu-Burri-Ba. Our organisation promotes a culture of learning and innovation among our staff, clients and partners
- **Diversity** – The value of incorporating the principles of diversity and equity in our interactions with each other, our clients and community is a significant foundation of Yulu-Burri-Ba

Position Title	Aboriginal Health Worker (AHW)
Work Unit	Clinic
Employment Status	Full-Time
Position Reports To	Practice Manager
Positions Responsible For	Nil
Award Classification	Aboriginal Community Controlled Health Service Award 2010
Date of Approval and Amendments	February 2016

Position Objective

The position is responsible for delivering culturally appropriate primary health care for clients of the Health Service within the designated service area.

The role will entail service delivery from designated primary clinic locations and outreach services, under limited supervision, as required.

This position is an identified position.

GENERAL RESPONSIBILITIES

The roles and responsibilities of this position include, but are not limited to:

Service Provision – Clinic/Program

- Provide day to day health service activities to the designated communities within the context of Primary Health Care in a professional, confidential and culturally safe manner
- Perform service delivery within personal ability, observing universal precautions and follow standing orders / guidelines in the absence of a Medical Officer
- Work in partnership with other health care professionals to ensure a multi-disciplinary approach to health care
- Provide follow-up support, education and advocacy for all GP AHW referrals
- Request referrals from treating GPs where a need is identified
- As part of a team provide delivery of Primary Health Care, undertake basic health assessments and screenings,
 - Specifically undertakes observations, assessments and treatments including but not limited to dressings, venipuncture /specimen collection.
- Provide home visits as required
- Conducts opportunistic screening in line with client case plans.
- Maintain universal precautions in line with Infection Control policies
- Maintain Treatment /Consulting Room ensure fully stocked, checked and tidied after each client as per Clinic Procedure
- Use equipment as per procedures, report any functional problems, maintain sterilization procedures
- Comply with Clinic Procedures Manual in the delivery of services.
- Actively encourage client/family/community to engage in practices conducive to optimizing health
- Provide Health checks and client support as required; as part of scheduled programs

Data Administration

- Accurately document client files with treatment and medication information

- Ensure maintenance and confidentiality of patient health records
- Accurate and timely entry of client data into the Health Service practice software
- Recording of statistics and maintaining computer systems required for efficient and effective management of clients.
- Perform administration duties as required within both a clinical environment and office environment.
- Provide weekly activity statistics as required

Self-Management and Team Contribution

- Comply with Clinic Procedures Manual in the delivery of services.
- Maintain confidentiality in line with Services Code of Conduct & comply with all Corporate Policies and Procedures
- Participate in the performance review process, commit to own self development, maintain professional competencies
- Mentor other Aboriginal Health Workers as required
- Follow all safety procedures and contribute to a safe work environment
- Work within a legal and ethical framework

Foster Linkages

- Work to foster productive relationships with all Clinic, Program and Support staff at YBB.
- Work to foster productive working relationships with relevant government departments, hospitals, key ante natal and post-natal providers and other specialist providers

Other Responsibilities

- Description Responsibilities for all Staff Appendix 1

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

KEY PERFORMANCE INDICATORS

- Contribution to MBS Income
- Contribution to number of total client visits
- Contribution to attendance rates at general clinic appointments
- Number of Medicare items 81300, 10950 completed
- High level of participation in health promotion/prevention programs and activities including planning, promotion, implementation and evaluation
- High level of support to clients where required to assist with meeting health needs e.g. acting as an advocate where required, linking in with other clinical staff and health professionals
- Number of Health Screenings/Health Checks performed

SELECTION CRITERIA

- **Essential**
- This is an identified position where it is essential that the person be an Aboriginal or Torres Strait Islander
- Understanding and commitment to the concept, philosophy and practise of Aboriginal Community Controlled Health Organisations
- Ability to demonstrate good clinical skills
- A sound knowledge of Aboriginal and Torres Strait Islander communities and organizations in the service area.
- An ability to work with local communities and relevant Government and non-Government organizations.
- Demonstrated understanding of the health issues in Aboriginal Communities
- Understanding of the principles of primary health care

- Ability to work with a wide variety of professionals and the public, as part of a team
- Effective communication skills – written, verbal and interpersonal
- Demonstrated competence in use of Business Technology, internet and desktop applications; e.g. outlook, word, spreadsheet and database packages

Qualifications/Experience

- Certificate III or above in Aboriginal/Torres Strait Islander Primary Health Care
- Eligibility to obtain Medicare provider number
- Previous work experience in Healthy Lifestyle or similar Health or Community engagement/development programs; in the health or community sector

Practical Requirements

- Current Cardio Pulmonary Resuscitation Certificate (CPR)
- Current First Aid Certificate (If applicable for position)
- Satisfactory current Criminal History Check or willingness to obtain at own cost
- Current “C” Class Driver’s Licence valid in Queensland
- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration) or exemption based on professional qualifications and registration
- Proof of Immunisation Status – or willingness to obtain as a matter of priority

Appendix 1

All employees of Yulu-Burri-Ba are expected to undertake the following responsibilities in addition to Specific Position Descriptions.

Commitment to Organisation

- Adhere to organisations Quality Co-ordinator program. Participate in learning and continual use of program.
- Prepare an annual work plan in consultation with the position's supervisor and produce regular performance reports in accordance with the requirements of the Organisations Individual Work Plans, performance management, and reporting systems.
- Contribute to various projects as required.
- Collect and prepare reports and statistics as required by relevant 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
- Participate in quality improvement processes to improve patient and service outcomes.
- Adhere to the Organisations Policies and Procedures, including Corporate, HR and Clinical.
- Ability to be flexible and adapt to a changing environment.

Teamwork

- Contribute to a team environment, working collaboratively in sharing and generating ideas.
- Contribute to regular staff meetings.
- Communicate effectively and openly in the workplace.
- Complete tasks in a timely manner and meet strict deadlines.
- Contribute to the development of service documents e.g. annual Operational Plan.
- Participate in professional development including self-directed learning and required training.
- Report knowledge, understanding and skills gained from attending training, workshops and conferences back to team meetings
- 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.

Work Health and Safety Obligations

- Comply with instructions given for work health and safety
- Use provided personal protective equipment (PPE)
- Not wilfully or recklessly interfere with or misuse anything provided for work health and safety at the workplace
- Not wilfully place others at risk
- Not wilfully injure yourself

Position Description

I have read and understand the Position Description for the role and will carry out the duties of this position to the best of my ability.

Staff Member print name _____

Staff member signature _____

Date _____ / _____ / _____