

POSITION PROFILE: ABORIGINAL HEALTH WORKER

Position Details

Position Title: Aboriginal Health Worker

Employment Status: Limited tenure

Classification: AHW Class 2 - 6

Salary Range: \$37123 - \$75535

Reports To: Health Centre Manager

Location: To be negotiated

Position Summary

Sunrise Health Service Aboriginal Corporation is an independent, community controlled health service, with overall direction and management set by a board comprised of representatives from the remote Aboriginal communities of the region.

Each major community within the region has its own Community Health Committee (CHC) which will increasingly play a role in setting direction at the local community level. CHCs provide support and advice to the local health centre so that local cultural values and practices are included in service planning and delivery.

Sunrise takes a broad view of primary health care, has a philosophy of community participation, and a strong focus on care coordination.

The Senior Aboriginal Health Worker / Remote area Nurse will therefore have a role in:

- Assisting the Remote Health Centre Manager to implement the plans and directions of the Community Health Committee, senior community mentors and senior Aboriginal Health Workers
 - building the capacity of AHW staff to provide the highest possible standard of culturally appropriate health care
 - working with other health care professionals, both internal and external to Sunrise, to achieve positive outcomes in overall levels of health and well-being within the community
 - working with others to provide acute care and accident and emergency care
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Duty Statement:

1. Community Inclusion

- Provide input into clinical activity reports for Community Health Committee meetings
- Together with other team members, consult with groups in the community on matters relating to the health needs and cultural approaches of the community
- In consultation with other team members, develop local outreach programs in consultation with community groups

2. Human Resources

- Participate in a duty roster including on-call equally with other staff
- Provide direction, guidance, training and support for Aboriginal Health Workers, Trainee AHWs and Apprentices in their everyday work
- Delegate work to staff in line with their position level and level of competency
- Participate in regular primary health care team meetings
- Working closely with the Health Centre Manager and Training and Development Officer, implement work programs for trainees taken on by Sunrise; ensure they are adequately supervised and that they obtain competency in the required skills
- Deputise for the Health Centre Manager as required (Senior Health Workers)

3. Service Delivery

- Assist in the establishment of procedures to ensure that community needs are identified
- Work with other members of the Sunrise primary health care health team to meet identified needs
- Utilise and maximise the full range of staffing resources, including AHWs, the community doctor, and other nurses, to provide general health care, assessment and management of a broad range of clinical problems
- Ensure agreed protocols and manuals, are followed, including:
 - a. Sunrise procedures manual or directions given by senior health centre staff
 - b. clinical protocols detailed in the CARPA Standard Treatment Manual
 - c. Alukura/ Nganampa Women's Manual
 - d. Infection Control Manual
- Ensure that preventive and opportunistic health checks and screenings are routinely followed
- Provide accident and emergency care including emergency first aid, stabilisation and evacuation of patients
- Undertake the dispensation of pharmaceutical therapies, including the administration of vaccines and prescribe pharmaceuticals for common conditions
- Respond to medical emergencies
- Ensure the prompt follow up and recall of patients in liaison with RANs, doctor and other Aboriginal Health Workers, and facilitate tracing and treatment of patients moving between communities, homelands and out-stations
- Assist in the provision of specialist care, eg substance abuse care, nutritional care and mental health care, both from within and outside the community
- Encourage community members to be proactive in identifying their individual health needs
- Maintain and utilise accurate information systems such as patient recall, computer systems, statistics and other records required for the efficient, effective management of clients
- Assist in the ordering of medical supplies

4. Administration

- Within agreed guidelines, carry out the directions of the Community Health Committee and other departments of Sunrise Health Service, and report regularly on progress

- In liaison with the Quality and Safety Officer, take a leading role in the management of Occupational Health and Safety procedures
- Maintain general office administration records and files
- Assist with the management of all equipment and assets at the community level
- Liaise with the Health Centre Manager and Assets Officer to order and manage non-medical consumables in accordance with the organisation's procedures
- Manage the accommodation requirements of visitors to the health centre
- Assist in the implementation of quality assurance and other evaluation programs to ensure a high quality of health care

Key Responsibilities

- Be clear about the different roles and responsibilities of CHC and Board members and staff and how they work together for the benefit of the community
- In conjunction with other staff, assist with the identification of health trends and gaps in service delivery within the community
- Work in partnership with other health professionals to ensure a multi disciplinary approach to health care, in particular, supporting the role of Aboriginal Health Workers as an integral members of the team
- As a member of the health centre team, participate in the development, implementation and review of the Community Health Centre business plan in conjunction with local community councils/health committees and organisational priorities
- Participate in the orientation of new staff to the organisation's philosophy, policy, procedures and health centre functions to promote effective teamwork and act as an ongoing resource to build capacity within the team and community to affect long term health outcomes
- Be familiar with and competent in the use of standard basic medical equipment

Organisation-wide responsibilities

- Continuously work to maximise access by community members to health services
- Ensure professional competencies and knowledge are current and in line with accepted standards
- Use skills and experience to support and train other staff members as the need arises
- Develop and utilise good working relationships and networks with other organisations at both the community and professional level
- Participate in performance management as required and:
 - be willing to discuss how the key performance indicators of the position are being met
 - provide feedback about personal, position and organisational development requirements
- Participate in staff development and training as requested by Sunrise Health Service
- Bring to the attention of your manager any matters that affect the ability of your position to meet requests and objectives in a timely manner
- Maintain strict confidentiality in relation to medical records, information about health service business activities
- Participate in the Sunrise Continuous Quality Improvement Program for the provision of a safe, effective health service
- Follow organisational systems and procedures

Key Performance Indicators or Strategic Objectives and Performance Measures

Criteria for Performance Assessment

1. As part of a team, ensure that the programmed outstation visits are completed by the end of each quarter.
Indicator: Completion of visits
2. As a member of the multidisciplinary team, participate in the planning and implementation of coordinated care through involvement in activity planning and multidisciplinary care planning activities
Indicator 1: Participation in activity planning sessions
Indicator 2: All multidisciplinary care plans are completed to the required standard and reflect appropriate recalls that have been negotiated with the client
3. Ensure all health checks/screenings are completed twice a year
Indicator: All children screened
Indicator: All 708s completed
Indicator: All 710s completed
4. Ensure that all patient documentation is completed in line with recognised standards at time of presentation
Indicator: All data entered into medical record by all staff members at time of client presentation
5. Active participation in the skills development of AHW's and CBW's
Indicator: All AHW and CBW's have a training plan with implementation supported by clinic management
6. Cultural Performance/Promotion of a culturally sensitive environment
Indicator 1: Cultural advice is acted upon
Indicator 2: Active participation in all CHC meetings
7. Reporting
Indicator 1: Prepare monthly portfolio reports to the Health Centre Manager
Indicator 2: Identify progress of the service and any needs, changes or trends developing
8. Maintenance of personal clinical skills and professional development
Indicator: Completion of staff training plans and their implementation within agreed timeframes
9. Adherence to OH&S processes at community health centre level
Indicator: Safety equipment is available and in working order

Delegations

Financial: Nil

Selection Criteria

Essential**In the context of a remote, traditionally-oriented Aboriginal community:**

- Cert IV in Aboriginal and or Torres Strait Islander Primary Health Care (Practice), or Cert III Aboriginal Health Work (Clinical)
- Eligible for registration with the Health Professional Licensing Board of the NT as an Aboriginal Health Worker
- Willingness to undertake a Criminal History check
- Demonstrated ability to provide leadership and to assist in the management of the human, financial and physical resources of a remote community health centre, including visitor accommodation
- Broad primary health care experience and advanced clinical skills
- Detailed knowledge of Primary Health Care principles and their application in a remote Aboriginal community setting
- Ability and desire to work strategically with a multidisciplinary team to bring about positive change in health outcomes
- The capacity to interact with Health IT systems
- Ability to provide leadership and to practice in a sensitive and culturally safe manner in a remote Aboriginal community
- Willingness to live in a remote area
- Manual Driver's licence

Desirable:

- Understanding and adherence to the principles of Aboriginal community control of health services
 - Appropriate tertiary and / or post basic qualification such as Midwifery, Child Health, Psychiatry, Public Health and / or Primary Health Care;
 - Understanding of the principles of Continuous Quality Improvement and their application in a health care setting
 - Certificate IV in Workplace Training or willingness to obtain it
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Endorsement and Approval

Position Profile endorsed by Primary Health Care Manager

Signature:

Date:

Position Profile approved by General Manager

Signature:

Date: