



## Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

# Job Description Form

## Senior Aboriginal Health Practitioner (AHP)

### Vision Statement

**Aboriginal people in Kununurra** and the North-East Kimberley are supported to live prosperous lives that are strong, healthy, and culturally safe.

### The Purpose that defines us

We bring **clinical, cultural, and community expertise** to deliver accessible and **holistic health and wellbeing care** for people in the North-East Kimberley.

### Aboriginal Community-led

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

### Organisational Values

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



#### Community

We bring our connection with community to everything we do



#### Respect

We show respect for a people, cultures and backgrounds



MY MOB

#### Passion

We are deeply motivated to achieve outcomes



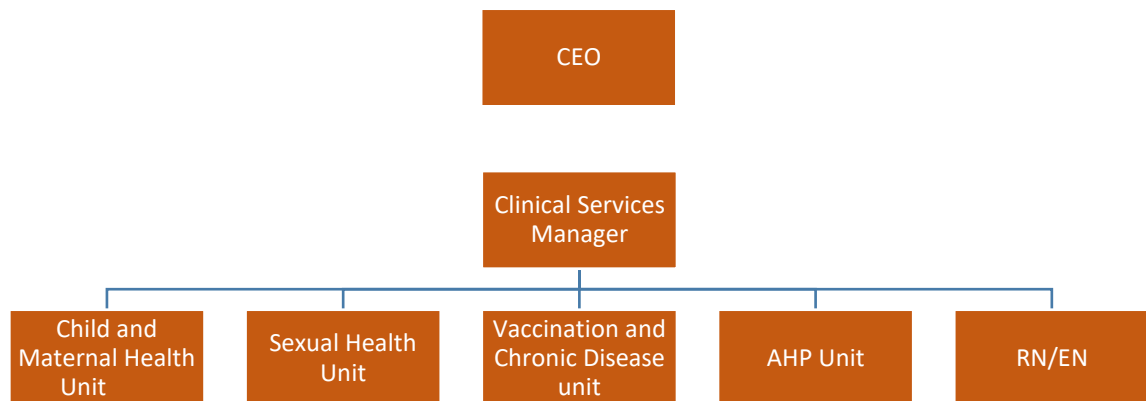
HEALTH & WELLBEING

#### Equality

We strive for equality, fairness and empathy for all people

<b>Position Title</b>	Aboriginal Health Practitioner
<b>Work Group</b>	Clinic
<b>Work Unit</b>	Clinic
<b>Reports To</b>	Clinical Services Manager
<b>Direct Reports</b>	3
<b>Award / Agreement</b>	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification</b>	Grade 4 (\$91,269 - \$95,687)
<b>Approved by CEO</b>	31.07.2023

### Team Structure



### Position Purpose

This position provides primary health care including clinical care to clients in the health centre and is responsible for providing support to doctors, nurses, and other allied health staff as well as the community to maintain and promote health care.

The position works at a senior level and is responsible for the implementation, coordination management and evaluation of health programs and service delivery in one or more specialised programs or sub-programs.

The position is expected to work at an advanced level in a specialised program or sub-program with broad direction and minimal supervision. The position will exercise accountability and responsibility for programs under their control, and for the quality standards of work produced. The position provides line management and mentorship to Aboriginal Health Worker or Practitioner (AHW/AHP) Trainees and students.

The position works as part of the OVAHS team in providing quality and patient focused health care and ensuring the focus of care is on the needs of Aboriginal patients within the context of their cultural identity, family, and social circumstances.

**Please note:** Due to the nature of the Aboriginal Health Practitioner role, applicants must identify as Aboriginal and/or Torres Strait Islander as a genuine occupational qualification in accordance with section 50 (d) of the Equal Opportunity Act (1984).

**Strategic Alignment**

The organisation’s Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of Aboriginal Health Practitioner is aligned with all four Strategic Goals.

 <p>POSITIVE CHANGE</p>	 <p>HEALTH &amp; WELLBEING</p>	 <p>SUPPORT COMMUNITY</p>	 <p>HEALTHY TOGETHER</p>
<p><b>Primary health Care</b></p>	<p><b>Social and Emotional Wellbeing</b></p>	<p><b>Specialised Health</b></p>	<p><b>Population Health</b></p>
<p>Primary health care is the first means of accessing the health care system for many people and is critical to individual, family and community health outcomes.</p>	<p>Social and emotional wellbeing relates to the mental health for individuals and communities and is a key component for the overall health of Aboriginal people.</p>	<p>Our communities deserve targeted support to prevent and address complex health needs, including chronic disease and disability.</p>	<p>Reducing future health challenges and to Close the Gap requires long-term system change and community - wide solutions.</p>

**Key Stakeholder Relationships**

**External**

- Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, other not-for-profit services, and businesses as relevant to the role.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

**Internal**

- Maintains close working relationships with other officers, team members and employees of Ord Valley Aboriginal Health Services.
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

## Responsibilities of this Position

- Support all health centre and program activities by completing clinical care items required prior to seeing the doctor. These include pathology collection, observations, all aspects of a full adult/child health check and chronic disease management plans and to provide education about managing risk factors, disease prevention and self-management of health conditions.
- Perform clinical duties, as part of the clinic team, in all areas of the health service, including general clinic, emergency care and stabilisation, child health, chronic disease, antenatal, sexual health, and screening and community programs.
- Bill AHW Medicare item numbers when care is delivered and contribute to GP item numbers 715, 721, 723, 732 by completing pre-assessments and commencing health checks and management plans.
- Screen patients and treat according to Kimberley and /or CARPA protocols or refer the client to a nurse or doctor.
- Use the electronic patient management system to identify care needs and document patient consultation.
- Assist doctors, nurses and other health professionals with communication, treatment, and any advice relevant to a client's treatment.
- Participate in preventive health programs.
- To be a positive role model for certificate III and certificate IV Aboriginal Health Workers
- Maintain client confidentiality.
- Participate in cross cultural education of staff who are not familiar with Aboriginal customs and Traditions.
- Work with external agencies to deliver best practice client care including Community Health, Mental Health, Department of Child Protection, Environmental Health, Home and Community Care, Home Care Nurse, and Hospital Services.
- Liaise with the Specialist Clerk to organise referrals to allied health clinics.
- Maintain a clean and hygienic environment in the clinic and participate in maintaining, restocking, calibrating, and replacing clinic stores and equipment.
- Where the employee specialises in practice, perform a variety of tasks that require a sound knowledge of standards, practices, and procedures, and apply primary health care skills obtained through significant training and experience and/or formal vocational development;
- Perform a range of tasks of a complex nature, and operate equipment, that require specific levels of skills, training, and experience at an advanced level;
- Exercise judgement in deciding how tasks are performed and the quality standard of the work;
- Manage allocated tasks and work with others to meet deadlines; and
- Exercise good communication and interpersonal skills where client liaison advocacy and supervisory responsibilities apply.
- Demonstrated knowledge of Aboriginal and/or Torres Strait Islander cultures and their health needs, and the ability to develop strategies to address key outcome areas;
- Knowledge and understanding of the policies, guidelines, and practice relevant to a specialised program area targeting Aboriginal and/or Torres Strait Islander peoples;
- Skills to incorporate evidence-based practice in health care at the program level, and facilitate delivery of specialised programs to the community;
- Ability to advocate for the rights and needs of community members and liaise with external stakeholders, including NGOs and other government organisation;

- Ability to facilitate workshops and transfer knowledge of best practice in a specialist field to primary health care workers;
- Demonstrated ability to develop and maintain current knowledge in their program area; and

### **Work Unit Management**

- Manage and oversee the day-to-day operations and functions of the following Work Units:
  - Aboriginal Health Worker Trainees
  - Clinic Students
- Monitor the allocation and direct the resources within the Corporate Services Work Group to ensure the achievement of business objectives and deliverables.
- Select, train, motivate and evaluate personnel within the Work Group to achieve collective goals and objectives.
- Ensure all Work Group KPI's and program deliverables are being met on a timely basis and in line with the objectives of the organisation's Strategic Plan and Operational Plan.
- Coordinate and ensure all reporting requirements are met in a timely manner.
- Regularly monitor, measure and evaluate individual employee performance and address any concerns in a timely manner.
- Regularly engage with employees to support personal growth

### **Quality Management System**

- Actively participate in the organisation's QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.

### **General**

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives, and values.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

## **Position Performance Indicators**

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage, and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

Key Result Area	Key Performance Indicators
<b>Management</b>	<ul style="list-style-type: none"> <li>• The development, implementation and monitoring of operational and strategic action plans which align to the organisation's contractual and strategic objectives.</li> <li>• Effective and timely consultation and collaboration with CEO and Managers to achieve business objectives.</li> </ul>
<b>Compliance &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Effective completion of all Work Unit contractual obligations including program delivery, funding reports, evaluations, and compliance requirements.</li> </ul>
<b>Employee Management</b>	<ul style="list-style-type: none"> <li>• Lead and support employees to work towards the achievement of the Work Unit's objectives in an efficient and effective manner.</li> <li>• Lead and facilitate regular team meetings (12 per annum).</li> <li>• Lead a minimum of 12 one-on-one meetings with direct reports per annum.</li> </ul>
<b>Quality Management System (QMS)</b>	<ul style="list-style-type: none"> <li>• Ensure all tasks assigned to this position are completed within a six (6) week period.</li> <li>• Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.</li> </ul>

### Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

#### Qualifications, Skills, Experience and Knowledge

##### Essential

1. Holds a Diploma in Aboriginal and/or Torres Strait Islander (ATSI) Primary Health Care by a Registered Training Organisation or equivalent.
2. Current registration and Practising Certificate as an Aboriginal Health Practitioner with AHPRA and Certificate 2 in Medications.
3. Willing to apply for a Medicare Provider number for OVAHS.
4. Current clinical assessment skills.
5. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas and commitment to the principles of Primary Health Care.
6. Demonstrate knowledge of Aboriginal Community Controlled Health Organisations.
7. Demonstrate competent clinical practice, transferable to an Aboriginal Community Controlled PHC practice setting.
8. Demonstrate knowledge of the Medicare Benefits Schedule and experience with billing Aboriginal Health Worker item numbers.
9. Demonstrate effective interpersonal skills and intermediate level written and computing skills.
10. Understanding of quality improvements and risk management within practice.

11. Ability to work independently and in a team environment including management of direct reports.
12. Can work for short periods, under extreme weather conditions when on outreach and community visits.
13. The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.

**Desirable**

1. To hold a National Police Clearance (current within the previous 3 months)
2. Hold and maintain a current C-Class Driver's license.

**Practical Requirements**

- A current National Police Check (within previous 3 months).
- A current Working with Children Check.
- Proof of Aboriginality provided by appropriate land council body.
- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences will also be required.

**Acknowledgment and Acceptance by Appointed Employee**

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	