



**Aboriginal Health Practitioner /
Health Practitioner
(PH-022; 023 & PH-024; PH-025;
PH-029; PH-028; PH-030)**

| Position Title | Aboriginal Health Practitioner / Health Practitioner | | Position Number | PH-022; PH-023; PH-024; PH-025; PH-029; PH-028; PH-030 |
|---|---|---------------------|------------------------------|---|
| Work Group: | Primary Health | | | |
| Work Unit: | Clinical Services | | | |
| Reports To: | Clinic Coordinator | | | |
| Supervisory: | No | | | |
| Award | Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) NES Fair Work Conditions Nurses Award 2020 Contract of Employment | | | |
| Position Term | Ongoing – 37.5 hours per week | | | |
| DATE: | 24.01.2022 | No of Pages | 5 | |
| REVIEW DATE: | 0 | STATUS: | Draft/Active/Under Review | |
| ENDORSED BY: (Chief Executive Officer) | | DATE OF ENDORSEMENT | / / | |

VISION STATEMENT

Bega Garnbirringu Health Services vision for the future is for a society in which Aboriginal and Torres Strait Islander people are not disadvantaged and share a quality of life with health standards and life expectancy equal to the non-Aboriginal and Torres Strait Islander community.

MISSION STATEMENT

Bega Garnbirringu Health Service's mission include the development and maintenance of a robust and diverse organisation that will provide sustainable, culturally appropriate and holistic health services to the Aboriginal and Torres Strait Islander people.

Bega Garnbirringu Health Service will address the social determinants of health and provide for clinical, educational and preventative health services and the development and retention of the skilled workforce necessary to achieve its mission.

ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.



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PURPOSE OF THE POSITION

This position works within a small team environment with the aim of improving the health status of Aboriginal and Torres Strait Islander people through the provision of comprehensive and culturally appropriate primary health care services.

The primary function of this position is to provide high quality health care including assessment, examination, treatment and case management, along with contributing to the development of models of holistic health incorporating continuity of care.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

External:

- Liaise and maintain working relationships with a variety of organisations and stakeholder representative groups as required.
- Develop and maintain good client relationships as required.

Internal:

- Maintains close working relationships with all BGHS employees.



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RESPONSIBILITIES OF THIS POSITION

| KEY RESULT AREA | POSITION RESPONSIBILITIES |
|-----------------------|---|
| Professional Services | <ul style="list-style-type: none"> ❖ Undertake a wide range of clinical duties including blood collection, wound dressing, patient screening etc within well-established clinical pathways, protocols and guidelines; ❖ Participate in the assessment, planning and implementation of care based on individual clients needs incorporating a holistic approach to primary health care service delivery; ❖ Maintain clinic equipment on a regular basis eg. Calibrating; ❖ Conduct Adult and Child Health checks as required; ❖ Maintains stock control in Dispensary and clinic areas, including GP rooms, treatments rooms etc; ❖ In collaboration with GPs, program Coordinator and other Senior staff, prioritise, facilitate and follow up recalls; ❖ Mentor clinic team members and students as directed; ❖ Optimise Medicare billings through effective and timely clinical support processes; ❖ Assist GPs, nurses and other health professionals with communication, treatment and any advice relevant to client's treatment; ❖ Participate in health promotion that aim to increase general awareness of health-related issues impacting the community; ❖ Maintain accurate client records, including the collection and collation of statistical information; ❖ Ensure all client recall systems and accurate computer records are always maintained; ❖ Maintain an awareness of developments in the area of Primary Health care and Community responses and strategies; ❖ Management of Spills while working in the Clinic during business hours, 8.30am to 4.30pm; ❖ Comply with Bega policy and procedure currently in practice or that may be introduced from time to time. <p>Maternal Child Health</p> <ul style="list-style-type: none"> ❖ Encourage and welcome participation by ATSI women prior to the birth their baby; ❖ Liaise with local schools, youth services and other community groups to identify and engage with young women aged 15-23 who are pregnant with and ATSI child or have ATSI children aged 0-8 years; ❖ Immunisations as required; ❖ Provide additional support for families where the child has special needs or disability; ❖ As mandated, report children at risk of abuse to Department of Human Services, write Court reports and attend case conferences as required. <p>Schools Program</p> <ul style="list-style-type: none"> ❖ Establish, develop and maintain networks with local schools and other health agencies to provide coordinated services for families/students; ❖ Identify children with additional needs and provide appropriate intervention and/or referrals. |
| Reporting | <ul style="list-style-type: none"> ❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements; ❖ Assist and or/provide regular reports as directed; |



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| | <ul style="list-style-type: none"> ❖ Ensure regular data is input into databased or other computer software/programs as required; |
| Organisation and Administration | <ul style="list-style-type: none"> ❖ Plan and establish priorities to ensure effective use of time; ❖ As a member of a small team, demonstrate flexibility in supporting delivery of services as/when required e.g. reception; ❖ Contribute ideas for inclusion on Bega's program of continuous improvement; ❖ Contribute to the ongoing development of internal policy and procedures; ❖ Attend and participate in staff meetings and complete staff surveys on request; |
| Communication | <ul style="list-style-type: none"> ❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's; ❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation; ❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders; ❖ Work collaboratively and cooperatively with team members to ensure quality outcomes; ❖ Work collaboratively across organisation boundaries as required; |
| Education | <ul style="list-style-type: none"> ❖ Attends relevant training courses and professional development including mandatory training as required by Bega; |
| Physical Environment and Safety | <ul style="list-style-type: none"> ❖ Report and document incidents and accidents in accordance with Bega policies and procedures; ❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level; ❖ Maintain a safe environment for all employees within Bega; ❖ Adhere to correct fire safety procedures and attend fire drills as required; ❖ Ensure compliance with with Occupational Safety and Health (OSH) policies and procedures as set by BGHS and as set out under the OSH Act 1984. |



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COMPETENCY PROFILE FOR THIS POSITION

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

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Certificate IV ATSI Primary Health Care; relevant qualification in Nursing;
- Current AHPRA registration as an Aboriginal Health Practitioner, Enrolled Nurse or Registered Nurse;
- Demonstrated ability to communicate effectively and sensitively with Aboriginal people;
- A demonstrated understanding of the unique issues impacting upon the health of Aboriginal people;
- Experience, skills and knowledge in multidisciplinary teamwork and conflict management;
- Sound written, computer and communication skills;
- Demonstrated organisational and time management skills along with an ability to adapt to changing needs;

DESIRABLE:

- Experience in Community or Aboriginal Health;
- Current WA Driver Licence
- Hold a current Immunisation certificate;
- Phlebotomy competency and currency of practice;
- Knowledge and expertise in the use of Communicare or similar clinical database system;
- Ability to travel on Outreach up to 4 nights at a time, if required.

Conditions of Appointment:

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)
- Australian Government COVID-19 Digital Certificate or evidence (immunisation record) of full COVID-19 Digital vaccination including Booster vaccination as per the booster vaccination (restrictions on access) directions.
- Current AHPRA registration.

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____



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