



## POSITION DESCRIPTION

Position Title	Trainee Aboriginal Health Worker
Reporting to	Practice Manager- Health Services
Liases with internally	All employees
Liases with externally	Government organisations, specialists, allied health, pathology, radiology, clients.
Purpose of the position	The Trainee Aboriginal Health Worker will be required to work under the supervision & guidance of a responsive and dedicated health team providing services to the Aboriginal and Torres Strait Islander population served by SCMSAC. This role will support the development of essential skills to provide-culturally sensitive assessments, intervention, referral and education services as necessary for families and groups.
Selection Criteria	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Aboriginality*.</li> <li>• Commitment to work towards &amp; obtain Certificate III in Aboriginal Primary Health Care.</li> <li>• Demonstrate commitment to Aboriginal Health and a desire to work with Aboriginal communities</li> <li>• Demonstrate understanding of the impact of health issues in Aboriginal communities and the development of innovative programs that may address health issues within the Shoalhaven area.</li> <li>• Interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences.</li> <li>• Effective conflict resolution skills, negotiation, mediation and decision-making skills.</li> <li>• Demonstrated computer proficiency, including the use of all Microsoft Office applications and clinical record and data systems.</li> <li>• Courteous, with high level of professionalism, confidentiality and discretion.</li> <li>• Current Working with Children Check, Working with Vulnerable People Registration and National Police Check.</li> <li>• Current NSW Drivers Licence.</li> <li>• Being vaccinated against Covid-19 is an inherent requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots.</li> </ul>

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Behaviours Required	<ol style="list-style-type: none"> <li>1 Innovative and strategic thinking</li> <li>2 Client focused</li> <li>3 Solutions driven</li> <li>4 Honesty and Integrity</li> <li>5 Self-motivated</li> </ol>
Organisational Values	<ol style="list-style-type: none"> <li>1 Deliver excellence through quality service provision, collaboration and measuring outcomes.</li> <li>2 Be passionate, caring and respectful in everything that we do.</li> <li>3 Be a socially responsible, culturally supportive presence in each of our communities.</li> <li>4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better.</li> <li>5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes.</li> <li>6 Contribute to shared learning through research and partnerships.</li> </ol>
Key Performance Indicators	<p><b>Day to Day / General</b></p> <ul style="list-style-type: none"> <li>• With support collect, collate and co-ordinate health statistics and other information that is useful in improving Aboriginal health and well-being and appropriate program development, on a monthly basis.</li> <li>• Infection control management adhered to, without exception.</li> <li>• Administer basic treatments &amp; interventions within the scope of training &amp; under supervision</li> <li>• Perform basic pre-consult assessments and observations on existing and new clients within 10 minutes of their arrival under supervision &amp; guidance.</li> <li>• Remove and dispose of sharps containers on a weekly basis as per SCMSAC procedures.</li> <li>• Compliance with National KPIs to report to NSW Health and client care requirements.</li> <li>• Participate in Continuous Quality Improvement (CQI) activities on an ongoing basis.</li> <li>• Participate in Cold chain management under supervision &amp; guidance.</li> <li>• Recognise and report any changes in the health of clients immediately to an experienced health professional, in compliance with all policies and procedures.</li> <li>• Ensure all client and practice information is kept confidential.</li> <li>• Maintain clear lines of communication with colleagues, other health professionals and contractors.</li> <li>• Stock ordering every carried out on the last day of every month via the designated order form.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Consistently maintain knowledge of relevant Laws, Acts, Regulations, Standards, Charters, and competencies which affect Australian nursing care practices in line with AHPRA.</li> <li>• Attend all relevant meetings. Be punctual, prepared, and ready to participate.</li> <li>• Actively participate in monthly documented support and supervision sessions.</li> <li>• Participate in relevant annual performance reviews.</li> <li>• Other duties as reasonably directed by the CEO or delegate.</li> </ul> <p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality.</li> <li>• Communicate in a professional and respectful manner.</li> <li>• Report matters in line with SCMSAC's Notifiable Events Policy.</li> <li>• Participate in decision-making and joint problem solving.</li> <li>• Build positive partnerships, both internally and externally.</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Utilise IT Systems and equipment in line with SCMSAC policy and procedure.</li> <li>• Collect and analyse data, specific to your role.</li> </ul> <p><b>Continuous Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Actively participate in organisational continuous quality improvement initiatives.</li> <li>• Actively participate in the implementation of outcomes from program quality audits.</li> <li>• Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.</li> </ul> <p><b>Child Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> <li>• Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> </ul> <p><b>Workplace Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to WHS obligations as outlined in our WHS Policies/Procedures.</li> <li>• Comply with relevant PPE requirements for your role.</li> <li>• Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.</li> </ul>

*\*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*

## Employee Acceptance

I, \_\_\_\_\_, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

_____ Name/Role	_____ Signature	_____ Click to enter date Date
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