

**POSITION DESCRIPTION**

Job Title	Aboriginal Health Worker
Reporting to	Clinical Lead
Status of Employment	Full-Time (Up to 76 hours per Fortnight)
Location	Karratha and surrounds

1. The Position

The Aboriginal Health Worker provides high quality healthcare support and coordination which aims to assist Aboriginal clients to manage their chronic medical conditions through better access to primary healthcare.

In addition to delivering outstanding client support services as part of a bigger healthcare team, the role will also undertake some general administration tasks.

The Aboriginal Health Worker will undertake all duties in a caring, supportive and culturally safe manner, providing an exceptional standard of care to internal and external clients always.

2. Supervisory Responsibilities

There are no direct supervisory responsibilities with this role, however you will work closely with the Program Coordinator and as part of a broader health programs team.

3. Hours of Work

The Aboriginal Health Worker will be employed on a full-time basis for 38 hours per week. Hours of work will vary between 7.00am to 7.00pm Monday to Friday.

4. Appointment Pre-requisites

Any offer of employment will be subject to:

- National Police Records Check
- Working with Children Check
- Evidence and verification of qualifications

Primary Responsibilities

The Aboriginal Health Worker will support the successful delivery of the program through:

- Assisting with patient care, including greeting patients, assisting with transportation to appointments/events, booking appointments, ensuring all information is managed correctly, filed and followed up accordingly.
- Delivering quality support to the clinical and administration teams, other health professionals and external stakeholders to ensure the successful delivery of our health programs.



KARRATHA

Central Healthcare

- General administration support, including preparation of reports, statistics recording/reporting and data entry.
- Managing small projects from start to finish, such as planning, delivering and evaluating health-related events including venue bookings and set up, confirming speakers etc.
- Maintaining confidentiality while managing client records.
- Other administrative duties as required.

Key Duties

General Administration

- Transporting patients to appointments as required.
- Communicate with clients and their carers compassionately and with respect.
- Manage client records in relevant medical software, including registering new clients, managing recall/review appointments and making relevant updates as required.
- Assist and support Clinicians and other staff with client care.
- Maintaining program related statistics and data entry as well as preparation of program reports.
- Coordination of health projects in consultation with clinicians.
- Any other program support duty as directed by the Clinical Services Manager.

Occupational Health and Safety

- Maintain a safe environment for patients by ensuring compliance with workplace Occupational Health and Safety policies and procedures and other legal requirements.
- Ensure the practice building and work spaces are conducive to a safe and practical work environment.
- Collaborate with other members of the team to maintain Occupational Health and Safety including appropriate identification and notification of action for hazards, slips, lapses, accidents and incidents.

Selection Criteria

Essential:

- Demonstrated understanding of cultural safety and ability to work in culturally safe way.
- Experience engaging with Aboriginal and Torres Strait Islander people.
- Competency in using the Microsoft Office suite of programs (Word, Excel, Outlook etc).
- Good oral and written communication skills.
- The ability to maintain a high level of professionalism and confidentiality.
- Well-developed organisational skills and ability to prioritise and meet timelines.
- Demonstrated initiative and self-motivation.
- Ability to work both independently and work productively within a team environment.
- High standard of personal presentation.
- Current WA C class driver's licence or transferable equivalent.

Desirable:

- Certificate II, III or IV in Aboriginal and/or Torres Strait Islander Primary Health Care
- Previous experience in community health setting.
- Previous experience with Communicare or similar Health Management software.
- An understanding of medical and/or allied health clinical environments.

Reviewed	September 2021
Approved	Chief Executive Officer