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Application package

Aboriginal Health Worker – Child & Maternal Health

Closing Date is 5pm Friday, 3 May 2024

The Organisation

Galambila Aboriginal Corporation trading as Galambila Aboriginal Health Service is an Aboriginal Community Controlled Health Service located in Coffs Harbour, NSW. Galambila is a leading provider of high quality, culturally relevant, comprehensive primary health and related care services. Galambila serves the Aboriginal communities of Coffs Harbour, Urunga, Bellingen and Woolgoolga.

Important Information

Galambila is an equal opportunity employer and all applications for vacancies are based on merit. Women and people with disabilities are encouraged to apply.

Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent. Applicants must be Australian citizens or permanent residents or have legal entitlement to work in Australia.

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke. Smoking is not permitted at any time in the buildings of the workplace or vehicles of Galambila.

All employees must have received two completed COVID-19 vaccinations prior to commencement.

Salary

A competitive salary package with a base salary commencing at \$50,600 through to \$75,000 depending on existing skills and qualifications.

- Salary sacrifice as a PBI organisation;
- Additional leave for NAIDOC, Christmas, and Personal; and
- Monday to Friday working hours with monthly Rostered Days Off.

How to apply

To apply for this role you will need to provide:

- A completed Applicant Details Form;
- Your updated Resume; and
- A maximum two page cover letter addressing the capabilities relevant to the role.

You can submit your application directly by email to HR@Galambila.org.au or online at www.galambila.org.au/careers.

For further information or inquiries please ring
Jenny on (02) 6652 0800

Late applications will not be considered for interview.

Applications must be received on or before **5pm Friday, 3 May 2024**

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Capabilities – Aboriginal Health Worker – Child & Maternal Health

Please note Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent.

Essential

Determined: Researches options and sets a clear path; deals with obstacles and impediments; has clear goals.

Analytical: Presents clear and logical arguments; takes a systematic approach when building towards improvements.

Flexible: Adapts to changing circumstances; prioritises work and addresses what is most important; takes advantage of new and emerging opportunities.

Resilient: Recovers from setbacks; learns from experience and identifies areas for self development.

Client focused: Prioritises needs of clients; aims for the best outcomes for clients; follows through with commitments.

Collaborative: Works with others to achieve common goals; engenders a spirit of teamwork; inspires trust.

Supportive: Encourages others to attain goals; listens actively and inspires confidence; demonstrates empathy when confronted with adversity.

Desirable

1. Previous experience in a health or community setting.

Licence

1. Current 'C' Class driver's licence is mandatory for this role.

Qualifications

Aboriginal Health Workers are required to have or obtain qualifications in Aboriginal Primary Health Care. If no qualifications are held at time of appointment, the employee will be supported in the workplace to obtain Certificate IV Aboriginal Primary Health.

- First Aid Certificate
- Certificate II, III, or IV in Aboriginal Primary Health Care

Employment Arrangements

An offer of employment is subject to a six (6) month probationary period. Continuation if the role is subject to funding and satisfactory performance. A review of performance will be conducted 3 months after commencing. All staff undertake individual Performance Agreements including regular reviews. Your reporting lines may change from time to time at Galambila in accordance with operational requirements.

This role is advertised across the 5 grades - level 1, 2, 3, 4, and 5. The appointment will be to the relevant level dependent on the successful candidate's skills, knowledge and abilities in the role. The successful candidate will be required to undertake Certificate IV studies (supported in the workplace) in Aboriginal Primary Health Care. Appointment at Level 4 cannot occur until the successful candidate has successfully completed all mandatory assessment in the Certificate IV. Appointment at Level 5 cannot occur until the successful candidate is registered with AHPRA as an Aboriginal Health Worker Practitioner.

This appointment is subject to a satisfactory clearance for a police check and a clearance for working with children undertaken by the Office of the Children's Guardian (NSW).

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APPLICANT DETAILS

Position Applied for

Aboriginal Health Worker – Child & Maternal Health

Name

Click here to enter text.

Do you identify and are recognised as Aboriginal or Torres Strait Islander?

Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal and Torres Strait Islander

No, I don't identify as either Aboriginal or Torres Strait Islander

Address

Click here to enter text.

Suburb, State and postcode

Click here to enter text.

Contact Number

Click here to enter text.

Alternative Contact Number

Click here to enter text.

Email address

Click here to enter text.

How did you hear about this vacancy?

Choose an item.

If other, please detail: Click here to enter text.



Position Description

Position:	Aboriginal Health Worker – Child and Maternal Health
Location:	Galambila Aboriginal Health Service– Coffs Harbour
Pay structure:	Galambila AHS Enterprise Agreement
Classification	1 – 5
	This role is advertised as a range depending on the successful candidates skills, knowledge and experience
Hours per week	38
Responsible to	Practice Manager

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Our Purpose → Culturally appropriate care that ensures the best possible health and wellbeing outcomes for those on Gumbaynggirr Land

Our Vision → Greater choices for our mob to improve health for all stages of life

Objectives

As the Aboriginal Health Worker – Child and Maternal Health you will provide high quality culturally appropriate primary health care services for patients and community members in accordance with Galambila Aboriginal Health Services polices including:

- Identification of health issues and assistance in developing individual health care plans;
- Assisting the promotion of health activities and programs;
- Provide clinical service support in line with skills, knowledge, qualifications and experience; and
- Provide health information and education in relation to prevention and treatment of chronic conditions

Role responsibilities

1. Actively promote and provide a comprehensive, culturally secure, holistic primary health care approach to care, focusing on the individual needs and rights of clients;
2. In consultation, partnership and under direction of Senior Staff and Health Care Professionals, perform consultations with clients, including listening to their story, and provide a general health care service within your scope of practice including:
 - a. welcoming, caring and engaging appropriately with clients and community
 - b. waiting room triage, SNAPP checks, health assessments and developing care plans with General Practitioners;
 - c. undertaking physical observations including BMI, blood pressure, body temperature, pulse, respiratory,
 - d. health education, brief interventions and health coaching for lifestyle and health issues such as smoking and physical activity;

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- e. Undertake routine screening and clinical activities such as blood glucose readings, cardio vascular risk assessments and diabetes risk assessments;
 - f. direct clinical health care activities such as pathology collection, ear health and wound management and dressings.
3. Encourage and support access to health care services including:
- a. co-ordinating specialist, allied health and/or specific burden of disease clinics
 - b. conducting home visits and outreach when appropriate;
 - c. client health care co-ordination,
 - d. working with a partner GP to co-ordinate and support patients to come back to the clinic for results and/ or follow up care;
 - e. assist clients with referrals to external allied health and community service organisations;
 - f. identify barriers that may impact on client's access to health services and provide feedback to Senior staff and assist with the implementation of solutions.
 - g. work collaboratively within multidisciplinary healthcare teams to achieve better health outcomes for Aboriginal people and communities, and play a key role in facilitating relationships between Aboriginal patients and other health professionals; and
 - h. promote health assessments as an essential component annual client care.
4. Contribute to patient safety, clinical quality and continuous quality improvement activities:
- i. develop, implement and evaluate projects, programs and activities relating to Aboriginal health and wellbeing, illness and distress, including provision of education and information on health care issues to clients, community groups and organisations;
 - j. contribute to clinical quality groups set up review our clinical quality indicators and community health outcomes;
 - k. meet with Senior Aboriginal Health Worker and/or Clinical Nurse, Pharmacist or Child and Family Nurse (Clinical Supervisor) at least quarterly to discuss clinical skill gaps and training requirements;
 - l. Actively seek demonstration and support from clinical supervisors to improve clinical skills and care; and
 - m. review appropriate medical guidelines to ensure clinical practice is line with evidence based practice.
5. Ensure the efficient management of client's medical records by:
- a. maintaining client confidentiality
 - b. upholding the dignity and rights of clients, carers and families while respecting privacy and confidentiality at all times;
 - c. ensure all information is recorded accurately and maintained in client files; and
 - d. contribute to and write reports, prepare submissions, and develop patient support letters as required.
6. Develop, implement and evaluate programs and activities relating to Aboriginal health and wellbeing, illness and distress, including provision of education and information on health care issues to clients, community groups and organisations.
7. Understand and be aware of relevant legislation and workplace policies and procedures as they relate to Client care such as Privacy Act and Workplace Health and Safety.

Workplace responsibilities

- Work as a team member, seeking support, guidance and direction as required;
- Attend meetings and undertake training as appropriate to the role of Aboriginal Health Worker – Child and Maternal Health;
- Perform any other duties consistent with the terms of employments as may be directed or implied from time to time; and
- Participate in staff performance reviews.

Workplace Health and Safety responsibilities

- Follow defined WH&S and injury management policies and procedures;
- Take reasonable care for the safety of others in the workplace;
- Ensure organisational compliance with any requirements of the WH&S Act and other legislation with regard to health, safety and welfare in the workplace;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WH&S Act or other legislation;
- Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;
- Report all hazards or potential hazards;
- Be familiar with emergency evacuation procedures and participate in regular training in safety procedures; and
- Provide input into regular safety inspections for their department.

Child Protection Responsibilities

- Be familiar with and adhere to legislation in relation to Child Protection and comply with NSW Health Frontline Procedures for the Protection of Children and Young People; and
- Attend training in Child Protection as required.

Continuous Quality Improvement responsibilities

- It is the responsibility of each staff member to be aware of the contents of the policy and procedures manuals and work within the principles contained therein.
- Each staff member is expected to be committed to quality service and to participate in activities to enhance continuous quality improvements in the workplace.

Non Smoking Policy

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke. Smoking is prohibited at any time in the buildings of the workplace or vehicles of Galambila. Smoking is permitted outdoors within the designated smoking area(s).



Aboriginal Health Worker – Child and Maternal Health capabilities

Please note Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent.

Essential

Determined: Researches options and sets a clear path; deals with obstacles and impediments; has clear goals.

Analytical: Presents clear and logical arguments; takes a systematic approach when building towards improvements.

Flexible: Adapts to changing circumstances; prioritises work and addresses what is most important; takes advantage of new and emerging opportunities.

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Collaborative: Works with others to achieve common goals; engenders a spirit of teamwork; inspires trust.

Supportive: Encourages others to attain goals; listens actively and inspires confidence; demonstrates empathy when confronted with adversity.

Desirable

1. Previous experience in a health or community setting.

Licence

1. Current 'C' Class driver's licence is mandatory for this role.

Qualifications

There are no mandatory qualifications prior to employment, however, Certificate IV in Aboriginal Primary Health Care will be required to be completed during employment. Existing desirable qualifications include:

- Certificate III (or higher) Aboriginal or Torres Strait Islander Primary Health Care; or
- Certificate III or IV Community Services.

Employment Arrangements

This is an ongoing role. An offer of employment is subject to a six (6) month probationary period and ongoing funding arrangements. A review of performance will be conducted 3 months after commencing. Performance and outcomes will be reviewed regularly. Your reporting lines may change from time to time at Galambila in accordance with operational requirements.

This role is advertised across the 5 grades - level 1 to 5. The appointment will be to the relevant level dependent on the successful candidate's skills, knowledge and abilities in the role. The successful candidate will be required to undertake Certificate IV studies (supported in the workplace) in Aboriginal Primary Health Care. Appointment at Level 4 and 5 can-not occur until the successful candidate has successfully completed all mandatory assessment in the Certificate IV and subsequent AHPRA registration.

This appointment is reliant on the successful applicant providing a Confirmation of Aboriginality from an incorporated Aboriginal organisation and subject to a satisfactory clearance for a police check and a clearance for working with Children undertaken by the Office of the Children's Guardian (NSW).



Galambila Privacy and Confidentiality information

One of the many rules to which staff must strictly adhere is the rule of professional secrecy and access to confidential information. All Galambila employees must observe a strict code of secrecy in any matters relating to work at Galambila and particularly in relation to information regarding clients/patients.

It is equally important that members of staff do not disclose any health information of clients/patients to any other staff member unless this information is necessary for the provision of care and is exchanged in the course of providing care.

Matters concerning the work of Galambila including information about clients/patients must never be discussed outside of Galambila and each member of staff has a moral and legal obligation to Galambila not to violate the trust placed in them in the handling of sensitive and confidential client and organisation information.

Staff recruited to Galambila are required to sign privacy and confidentiality agreements upon commencement of employment. Breaches of privacy and confidentiality are treated with the utmost seriousness and may result in disciplinary action up to and including termination of employment.

Employment Arrangements

An offer of employment is subject to a six (6) month probationary period and ongoing funding arrangements. A review of performance will be conducted 3 months after commencing.

Performance and outcomes will be reviewed regularly. This role has direct supervision of a small team of Receptionists and casual staff and responsible for managing and supporting these positions and people. Your reporting lines may change from time to time at Galambila in accordance with operational requirements.

This appointment is subject to a satisfactory clearance for a police check and a clearance for working with Children undertaken by the Office of the Children's Guardian (NSW).

Documentary identification required

Successful applicants will be required to provide the following documentation:

- Proof of two COVID-19 vaccinations or a completed medical contraindication from a medical practitioner;
- Working with Children Check verification or application number;
- Proof of identity (such as Birth Certificate, Drivers licence, Proof of Age Card, or Passport); and
- Confirmation of recognition of being of Aboriginal and/or Torres Strait Islander descent from an incorporated Aboriginal and/or Torres Strait Islander organisation.