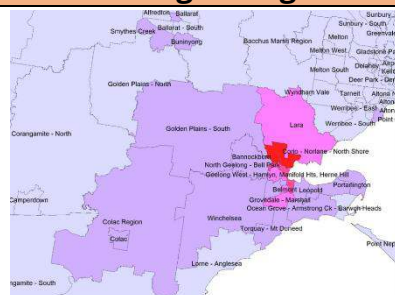


Wathaurong Position Description



Position Title	Aboriginal Health Worker- Cherry Creek
Location	Cherry Creek Youth Justice Centre
Unit	Health
Contract	Full-time Fixed Term (12 months)
Award	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Award - Aboriginal and/or Torres Strait Islander Health Worker/Community Health Worker Grade 3 Level 3 - Grade 4 Level 1 (Dependant on Qualifications)
Reports to	NUM and Health Services Manager
Direct Reports	NIL

Wathaurong Aboriginal Cooperative Limited



The name Wathaurong (Wadda-Wurrung) is a recognised Tribe (community which consists of some 25 Clans) that form part of the Kulin Nation of Aboriginal people. The Traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland to a north direction towards Ballarat. Wathaurong services Aboriginal Communities living on Wadda-Wurrung, Gulidjan and Gadubanud Countries.

Wathaurong was formed by community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of community with formal registration in 1980 to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas. Wathaurong Aboriginal Cooperative Limited is an Aboriginal Community Controlled Organisation governed by an Aboriginal Board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the Board.

(Pictured - Wathaurong Service catchment area)

Purpose of the Role

The Aboriginal Health Worker role works within the Cherry Creek Youth Justice Centre . The position aims to improve the health of all Aboriginal and Torres Strait Islander people through a variety of comprehensive activities focused on local health needs as well as targeted activities addressing geographic and specific disease processes.

The Aboriginal Health Worker role in partnership with Cherry Creek will:

Wathaurong Position Description



Purpose of the Role
<ol style="list-style-type: none"> 1. Provide culturally appropriate support to Aboriginal Community Members and their Families through clinical provision for improved health outcomes. 2. Provide direct assistance and support Aboriginal Community Members and their families to access primary health care services. 3. Provide health education and health promotion activities to Aboriginal Community Members of the community

Key Result Area	Key Responsibilities
Primary Responsibilities	<p>Clinical Services</p> <ul style="list-style-type: none"> • Aboriginal health Worker to facilitate clinical assessments for the community. • Work in partnership with practice Nurse and General practitioner with clinical practice, providing cultural expertise to ensure that the provision of holistic and culturally appropriate health care to Aboriginal Community Members. • Assist Aboriginal people to access appropriate Primary Health care services • Accompany, support and advocate for clients at relevant appointments as required • Liaise with internal and external practitioners to assist in the delivery of appropriate services • Document all outcomes within the best practice patient management system and have all client contact noted within the program for accurate data management and documentation • To take a role in identifying gaps and assisting clinicians in developing health promotion programs • clinical care e.g., wound care • Conduct Aboriginal and Torres Strait Islander Health Assessments to our Community Members
Operational	<p>Patient Support</p> <ul style="list-style-type: none"> • Work in partnership with the clinical team at Wathaurong Health Service and Barwon Health by providing cultural expertise to ensure the provision of holistic and culturally appropriate Primary Health Care to Aboriginal Community Members • Acting as first point of call for Aboriginal Community Members wanting to access Primary Health Care • Aid the GP's and Practice Nurses to ensure the culturally appropriate clinical care when attending the Health Service • Provide information and education on a range of health issues that affect Aboriginal Community Members and

Wathaurong Position Description



Key Result Area	Key Responsibilities
	<p>provide opportunities to attend Health Promotion in a self-help learning environment</p> <ul style="list-style-type: none"> • Run programs for Community Members, such as parenting education or Health Lifestyle choices • Prompt referral to appropriate services • Provide ongoing care and psycho-social support • Assist in observing UDS Pathology Collection • Develop, collect, and maintain resources specific to the client target group • Maintain comprehensive and accurate client data notes and prepare reports as required
<p>Finance, Quality & Compliance</p>	<ul style="list-style-type: none"> • Commit to providing quality service through taking personal responsibility for adhering to current standards of practice. • Participate in external review requirements such as accreditation and risk management to enhance continuous quality improvement • Participate in appropriate registered activities within the Wathaurong Health Services and Barwon Health • Ensure the health and safety of employees and other persons within the work environment • Report all hazards, accidents or incidents which have resulted or may result in an injury to others or damage to property • To be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures • Comply with the standards of a child safe organisation in both practice and culture • Commitment and contribution to Quality Improvement Activities
<p>Performance & Accountability</p>	<ul style="list-style-type: none"> • adhere to organisational goals objectives policies and procedures • preparation of quarterly worker report • regular briefings and supervisory support with team leader / health services manager • probationary and annual performance appraisal • external supervision and debriefing
<p>Stakeholder & Community Engagement</p>	<ul style="list-style-type: none"> • Liaise with relevant Aboriginal community groups and members to promote service access and to facilitate community participation in service planning and provision • Liaise with relevant committees, working parties and project groups to encourage more culturally appropriate service provision to local Aboriginal Community Members • Network with mainstream health and other relevant services and advocate for holistic quality care for Aboriginal

Wathaurong Position Description



Key Result Area	Key Responsibilities
	Community Members and conduct home visits as appropriate. <ul style="list-style-type: none"> Advocate on behalf of clients at relevant health, hospital and community service appointments and case planning meetings.
Performance and Accountability	adhere to organisational goals objectives policies and procedures <ul style="list-style-type: none"> preparation of quarterly worker report regular briefings and supervisory support with NUM team leader / Wathaurong Health Services Manager probationary and annual performance appraisal external supervision and debriefing

Selection Criteria

<p>Essential</p> <ul style="list-style-type: none"> Certificate III in Aboriginal and Torres Strait Islander Health Care Identifies as Aboriginal and/or Torres Strait Islander, with knowledge of and affinity with the Aboriginal community Demonstrated experience in working effectively with Aboriginal Community Members, families, and young children Excellent interpersonal skills with ability to develop positive stakeholder relationships and communicate with diverse individuals in a culturally appropriate manner Ability to access and effectively liaise with a wide range of mainstream services and professionals Ability to demonstrate resilience and work in challenging and high-pressured environments Strong written communication skills including a high level of accuracy, record keeping, and report writing abilities Ability to work effectively and cooperatively as part of a team and follow processes Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services, including employment of Aboriginal and/or Torres Strait Islander people. Demonstrated understanding of social, physical, economical, and cultural strengths and challenges affecting Aboriginal communities and their ability to access adequate and quality services. <p>Desirable</p> <ul style="list-style-type: none"> Demonstrated experience working with Aboriginal Community Controlled Organisations.
--

Conditions of Employment

<ul style="list-style-type: none"> Must pass a National Police Record Check. Must pass and hold a Working with Children's Check throughout the period of employment. Must hold current full Victorian Drivers Licence and provide a copy.
--

Wathaurong Position Description



Conditions of Employment
<ul style="list-style-type: none"> • If the position is for a role specifically providing services that are billable to NDIS, Wathaurong requires a valid and current NDIS Worker Screening Check clearance. • Must provide evidence of COVID-19 vaccination or medical exemption. • All Wathaurong positions are subject to funding. • All Wathaurong staff are subject to an initial six-month probationary period. • Other terms and conditions are in line with the relevant award and Wathaurong internal policies.

Physical requirements & environmental conditions of the role
<p>The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Wathaurong will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.</p>

A signed pre-existing condition declaration form is required to be completed prior to commencing in this role

Required activities / working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Driving, in & out of vehicles	Often
Lifting/moving equipment	Sometimes
Walking, climbing stairs, bending	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
Working outside in differing weather conditions	Rarely
Attending external locations including client homes	Often

Wathaurong's Commitment to Safety
<p>Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people can actively participate in decisions that affect their lives. All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within Wathaurong is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safety Principles.</p>

Wathaurong Position Description



Wathaurong's Commitment to Safety

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

Wathaurong is committed to the health and wellbeing of its employees and stakeholders and has a zero tolerance to all forms of violence.

Behavioural Expectations:

All employees with Leadership responsibility are required to:

- Follow all specified Human Resource Policies & Procedures
- Manage employees in a consistent and transparent manner, setting clear targets & behavioural expectations
- Select the best candidate for the role, free from discrimination
- Conduct monthly supervision, One on One's for a minimum of 30 minutes
- Conduct formal performance appraisal with set KPI's and individual development plan by March each year and conduct a mid-year progress review in September
- Make decisions within your delegated authority and funding agreements
- Ensure all funding agreement reporting requirements are undertaken in a timely manner
- Effectively manage employee time & attendance and leave applications
- Consistently manage the performance of all team members to ensure equity in work allocation

Key Performance Indicators:

- Complete activities and achieve targets in accordance with section E of the Indigenous Australians' Health Programme ('The Program') Commonwealth Standard Grant Agreement (Activity Work Plan, Budget, Performance Report). This is not applicable unless we can gather data for the work performed as needed. *(This will be required once there is a process in place to capture the data)*
- Role contributes to the, safety and wellbeing of all employees and visitors to the Cooperative by reporting risks, hazards, and incidents and maintaining awareness of emergency procedures
- Meets reporting obligations of the funding agreements/activity statements listed above as well as any additional opened in period, as needed *(This will be required once there is a process in place to capture the data)*
- Proactively participates in all required training, supervision and development activities.
- Role contributes to the cultivation of positive organisational and team environments and meetings that are supportive of culture, equality, and diversity.
- All relevant immediate and ongoing needs of clients are being met with culturally appropriate supports and services through effective case management.

Wathaurong Position Description



Position Description Acceptance

SIGNED by the **Employee**:

I have read and understood the above and agree to carry out the duties listed in my Position Description.

.....
Name

Signature

Date