

## Position Description

<b>Position Title:</b>	<b>Aboriginal Health Worker ICD Clinic</b>
<b>Classification:</b>	Stream D - Direct Service Delivery, Band 1

### Purpose of the Role

The Aboriginal Health Worker will support the coordination and delivery of the Indigenous Chronic Disease Clinic (ICD) and as directed other programs within the Primary Health Services Portfolio. This will include supporting the Primary Health services team to improve health outcomes for those accessing chronic disease management and prevention services within the portfolio. This role will proactively work with First Nations communities and external stakeholders to increase engagement and referrals within designated regions aligned to Marathon Health programs and initiatives, whilst educating providers about services delivered by Marathon Health.

### Key Relationships

The Aboriginal Health Worker reports directly to the Portfolio Manager, Chronic Disease Services and is a member of the Primary Health Team. They will closely collaborate with clinical staff and project staff within the Primary Health team to support them with community and stakeholder engagement engagement such as with GPs and Practice Nurses, schools, social service organisations, local government and peak bodies to facilitate collaborative care of First Nations clients.

### Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Support clinicians with client intake, assessment, follow-up and discharge processes.
- Facilitate group sessions, including delivery of culturally safe and engaging health education sessions and yarning circles
- Maintain client electronic medical records where appropriate
- Provide program specific administration and coordination support where required
- Encourage and support First Nations people to access health and related services
- Support clinicians to complete the required assessments and surveys for evaluation
- Facilitate telehealth sessions between clients and clinicians.
- Provide timely feedback to referring clinicians and maintain regular communication with the client's broader primary health care team.
- Identify barriers for local First Nations individuals and families to access health services and work with the Primary Health team to address these barriers where appropriate.
- Provision of culturally appropriate patient and community education in order to improve consumer health literacy.
- Maintain client confidentiality at all times.
- Assist to manage risks associated with the delivery of primary health services
- Assist to implement quality improvement activities to improve primary health services

### Other Duties

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- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

## Our Values

Staff are expected to demonstrate our **ICARE** values:

**I**ntegrity & Trust

**C**ollaboration & Innovation

**A**chievement & Excellence

**R**espect & Empowerment

**E**mpathy & Understanding

## Special Job Requirements

1. Completed or be willing to complete at minimum Certificate 3 in Aboriginal and Torres Strait Islander Primary Health Care
2. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

## Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

## **Selection Criteria**

### **Essential**

- Identify as First Nations
- Demonstrated high standard of interpersonal and communication skills, including the ability to adapt services to meet varying cultural needs.
- Experience working with First Nations communities
- Minimum Cert 3 qualification in Aboriginal Health/Community/Disability
- Have strong communication skills and be able to develop relationships with First Nations people within the community.
- Knowledge of service providers in local area.
- Experience in working both independently and as part of a team to achieve continual results.
- Sound computer skills and the ability to adapt to new software applications.
- An understanding of how to identify, support and guide First Nations community members with chronic health concerns to appropriate referral pathways.

### **Desirable**

- Experience in chronic disease management and prevention.
- Strong understanding of local community and available health services.