



Durri Aboriginal Corporation Medical Service

ABN 52 730 046 875 ICN 27

Phone: (02) 6560 2300
Fax: (02) 6562 7069

15 – 19 York Lane
(PO Box 136)
Kempsey NSW 2440

APPLICATION PACK

Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position

Thank you for your interest in the position of Aboriginal Health Worker - Family Support

The Organisation

Durri Aboriginal Corporation Medical Service (Durri ACMS) is the preferred provider of crucial primary health care and associated services which address the wellbeing of the Aboriginal, Torres Strait Islander and wider communities of the Macleay Valley and Nambucca Valley regions.

Durri aims to be an employer of choice in Aboriginal health, supporting a skilled and flexible workforce. Durri is a great place to work - a family friendly and culturally sensitive work environment that values people. If you have a passion for indigenous health and are committed to closing the gap, then if you are successful in your application, we will welcome you to join our committed team of health professionals.

Important Information

Durri ACMS is an equal opportunity employer and all applications for vacancies are assessed on merit. People of Aboriginal and Torres Strait Island background, women, older workers, people with disability and culturally and linguistically diverse backgrounds are encouraged to apply.

Applicants must be Australian citizens or permanent residents, or have legal entitlement to work in Australia. Applicants will be asked to submit a current Criminal Record Check and provide a current Working with Children check number to us for checking.

Durri ACMS is committed to creating a non-smoking environment and smoking is prohibited in Durri ACMS buildings, grounds and vehicles.

Salary

Durri ACMS offers the following attractive salary package for the position of Aboriginal Health Worker - Family Support

- Salary range \$61,657 to \$64,771 per annum
- Benefits include 9.5% superannuation, salary sacrifice, training and development and Employee Assistance Program

All donations \$2.00 and above are tax deductible. Please make cheques payable to Durri Aboriginal Corporation Medical Service. Durri ACMS is a funding initiative of both the Commonwealth and NSW Governments in partnership with the local community.

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How to Apply

The application pack for this position includes the following:

1. Position Description
2. Selection Criteria
3. Application Form

Candidates will need to complete the enclosed **application form** and provide brief statements which address all **essential selection criteria** and send back to us with a **current resume**.

Incomplete or late applications will not be considered for interviews

Please submit your application before the closing date by one of the following methods:

Email to : hr@durri.org.au

Or Post marked CONFIDENTIAL to:

**HR Manager
PO Box 136
KEMPSEY NSW 2440**

Closing Date:

The closing date for applications is Wednesday 30th November, 2016 at 5.00 pm.

Postal applications must be postmarked on or before this date.

For inquiries or further information about the role, please ring Paula Skinner on 02 65602300.

Interviews

Candidates invited for interview will be contacted by telephone and sent a pack containing instructions and forms for completion. Appointment of the successful candidates will be subject to the candidate obtaining a satisfactory Criminal Record Check.

As Australian Aboriginality is a genuine occupational qualification for this position, proof of Aboriginality will be required prior to interview. Candidates must bring copies of their qualifications, current registration and indemnity insurance, two (2) proof of identity documents, such as current Drivers Licence, and passport or birth certificate to the interview.

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<p>4. Compliance</p>	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate alcohol and other drugs histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Undertake professional clinical mentoring from area CNC – Drug & Alcohol Building Kempsey 	<ul style="list-style-type: none"> • Has read and signed off on Staff Policy and Procedure manual • Regular reports generated through Organisational software • Exception reporting
<p>5. Reporting</p>	<ul style="list-style-type: none"> • Provide statistical and management reports to meet organisational and statutory requirements as required. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports
<p>6. Policy and Procedures</p>	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the alcohol and other drugs misuse program is demonstrating consistent practices nationally and is in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program • Compliance with and understanding of EEO Legislation 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice



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Position Description

Position Title: Aboriginal Health Worker - Family Support	Business Unit: Program Management	
Reports To: Executive Officer - Program	Direct Reports	
Primary Objective: To improve the educational, social and health outcomes of parents/carers and promote happy families		
<p>This position is responsible for assisting Aboriginal families with a range of health and health related matters, by providing support to children 0-3 and their families to ensure the achievement of the agreed program performance indicators and improve the health outcomes of clients. An additional client group is parents in the antenatal period.</p> <p>The key objectives of the role include:</p> <ol style="list-style-type: none"> i. 75% of referrals to the project must come from the AMIHS team. ii. The project will provide family work to 8 families at any point in time. iii. Ensure the delivery of support to children 0-3, their families and the community; iv. Ensure that educational and promotional components of the program are effective; v. Plan and implement care components for families; and vi. Improve positive parenting practices in the local Aboriginal community 		
Position Dimension & Decision Making Authority:	Key Communication Contacts:	
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine clinical enquiries from clients and the community <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> • Complex client health problems/issues • Actions outside policy and procedure <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure 	Contact/Organisation	Purpose/Frequency of Contact
	Executive Officer - Program	Daily – Direction and achievement of accountabilities
	Client and Community	As needed – Providing help and advice on health related problems
	All staff	As needed – Support where appropriate



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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Service Delivery Information and advice Group or individual programming Support groups Linkages to services and the community	<ul style="list-style-type: none"> • Provide flexible services in convenient settings, including the family home, in order to engage clients who do not ordinarily access services • Build trusting relationships with clients • Provide information in order to assist parents/carers to understand their child's development. • Work in partnership with families to identify and achieve family goals • Model positive parenting practices • Support families develop practical life skills to assist them raising their children • Provide support to help parents build confidence in their parenting skills • Facilitate informal support groups for parents, this may involve the provision of parenting information and/or advice • Establish and maintain specific and identified linkages within the local FNSW child and family network with active referrals to and from this network • Assist families build connections with appropriate services, community supports and informal social networks with other families 	
2. Clinical Care and Program Management	<ul style="list-style-type: none"> • Provide appropriate support and advice to families and source specialised support and consultation where needed. • Arranged assessment and referrals to other health and community services as required. • Participate in the development of health promotions and education strategies for families ensuring feedback from the community is incorporated into planning. • Monitor local Family Aboriginal health matters and needs to provide advice and action plans where appropriate. 	
3. Community Care	<ul style="list-style-type: none"> • Project provides Triple P (Positive Parenting Programs) with families with children aged 3-8 	

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	<p>years as part of the roll out of Triple P (with workers trained, accredited and provided with Triple P resources).</p> <ul style="list-style-type: none"> • Project facilitates activities for groups of parents and/or children such as the provision of parenting related information. • Liaise with the other program staff to obtain information and ensure that information is accurate, easily accessible and understood by the community. • Developing partnerships with other health services and community groups to ensure the education and communication of family support issues. • Obtain feedback from the community to ascertain if communicated messages have been correctly received. • Liaise with the Program Manager on family support matters. • Provide education to families/carers, mothers groups, community groups and organisations involved in family support to ensure effective primary care and early intervention. 	
<p>3. Team work and Collaboration</p>	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that the function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS. • Ensure compliance with relevant OH&S legislation and that any issues are identified and actioned in line with the policy. 	
<p>4. Compliance</p>	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate health histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Working with Children • Home visits Policy • Confidentiality 	

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5. Reporting	<ul style="list-style-type: none">• Provide statistical and management reports to meet organisational and statutory requirements including analysis, reporting of financial results and supporting recommendations.	
6. Policy and Procedures	<ul style="list-style-type: none">• Assist in the development of and comply with policies and procedures to ensure that the program is demonstrating consistent practices nationally and is in line with strategic objectives.• Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program• Compliance with and understanding of EEO Legislation	

Reviewed 1st November 2012.



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Key Challenges:	Person Specification:
<ul style="list-style-type: none">Improving the Family outcomes' of Aboriginal people within LGAAchieving program requirements within agreed deadlinesEnsuring that your program is consistent with Durri's vision and core objectivesParticipation with relation to having a holistic approach to Aboriginal health.	<p>Qualifications & Experience –</p> <ul style="list-style-type: none">Aboriginal or Torres Strait Islander descentMinimum qualification of Certificate III in Community services or willingness to obtain within twelve months.Demonstrated knowledge, skills and experience in family support.Sound knowledge of community health, public health and Aboriginal healthStrong interpersonal skills, including the ability to demonstrated empathy when required.Ability to build relationships with all levels of the organisation and the communityDemonstrated ability to work in a multi-disciplinary team.Ability to hold all relevant security clearances including National Police Check and Working with Children clearanceCurrent valid Driver's license, minimum of Class "C" or equivalent

Approved by Manager:

Staff member:



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Selection Criteria

QUALIFICATIONS	<i>For Example:</i>
The Applicant will provide proof of qualifications.	AHW Certificate 4 Community Or Mental Health
	<ol style="list-style-type: none">1. Willingness to work towards obtaining Cert IV Aboriginal Health worker within 18 months2. Demonstrated knowledge, skills and experience in the Social, Emotional & Wellbeing field3. Demonstrated experience with development of Drug and Alcohol community programs4. Demonstrated experience with coordinating community events5. Sound knowledge of community health, public health and Aboriginal Health6. A thorough knowledge of and association with the local Aboriginal community7. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels8. Continuous developing professional competence and qualifications9. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance10. Current valid driver's license, minimum of Class "C" or equivalent



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Application Form

FULL NAME			
ADDRESS			
EMAIL ADDRESS			
CONTACT NUMBERS			
DRIVERS LICENCE	<input type="checkbox"/> Yes <input type="checkbox"/> No	LICENCE CLASS:	EXPIRY DATE:
Do you identify as Aboriginal or Torres Strait Islander?		Yes	No
Do you identify as having a disability?		Yes	No
Are you an Australian citizen or permanent resident?		Yes	No
Do you have a Working with Children Check Number? Yes: provide details		WWCC Number	
Where did you see this position advertised?			

REFEREES

	Referee 1	Referee 2
NAME		
TITLE		
ORGANISATION		
CONTACT DETAILS		
Email ADDRESS		

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