



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 - Safety and Wellbeing

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 AHW – Safety and Wellbeing

- Salary range \$46,612 to \$51,661 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: 30 November 2016

The closing date for applications is Wednesday 30 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 Elizabeth on M – 0475 982 573 or 0408108999

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 of birth certificate to the interview.

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Position Description

Position Title: Aboriginal Health Worker Social and Emotional Wellbeing	Business Unit: Program Management									
Reports To: Programs Manager	Direct Reports: NIL									
Primary Objective:										
<p>This position is responsible for providing culturally appropriate prevention, early intervention services in the area of Safety and Wellbeing, and to ensure the achievement of agreed program performance indicators and improvement of health outcomes of clients. The key objectives of the role include:</p> <ol style="list-style-type: none"> i. Ensure that Safety and Wellbeing components of the program are effective and culturally appropriate; ii. Plan and provide Health & Wellbeing activities within a School environment within the Nambucca and Macleay Valleys; iii. Work collaboratively with the Facilitator for Nambucca Valley Sports and Wellbeing program and, iv. Improve Safety and Wellbeing in the Aboriginal community through leisure and leadership activities. 										
Position Dimension & Decision Making Authority:	Key Communication Contacts:									
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine enquiries from Social Emotional & Wellbeing clients and the community <p>After Consultation Program Manager or others –</p> <ul style="list-style-type: none"> • Complex client health problems/issues • Actions outside policy and procedure <p>Referred to Program Manager or others –</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Program Manager</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Providing assistance and advice on Safety and Wellbeing related problems</td> </tr> <tr> <td>All staff</td> <td>As needed – Linking with other programs where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Program Manager	Daily – Direction and achievement of accountabilities	Client and Community	As needed – Providing assistance and advice on Safety and Wellbeing related problems	All staff	As needed – Linking with other programs where appropriate	
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical Care and Program Management	<ul style="list-style-type: none"> Plan and provide Safety and Wellbeing leisure and leadership services within the Nambucca and Macleay Valley primary schools and their communities, using the vehicles of sport, heritage and social inclusion. Provide appropriate care and advice regarding Safety and Wellbeing to the client, school, family and community. Coordination and delivery of leisure and leadership activities within a primary school environment, focusing on motor skill development, group play, cultural awareness and development of future stars. Assist in the development and running of cultural and healthy life-style camps Arrange Safety and Wellbeing assessments and referrals to other health and community services as required. Organise and coordinate Safety and Wellbeing clinics in conjunction with visiting specialist and/or consultant related to the program to ensure appropriate promotion through the region/school. Participate in the development of Safety and Wellbeing education strategies ensuring feedback from the school, family and community is incorporated into planning. Monitor local Aboriginal Safety and Wellbeing matters and needs to provide advice and action plans where appropriate. 	<ul style="list-style-type: none"> Achievement of Program KPIs.
2. Community Care	<ul style="list-style-type: none"> Regular meetings with the other program staff to confer and ensure that information regarding Safety and Wellbeing is accurate and easily accessible. Develop and maintain partnerships with other health services, mainstream organisations, non-government organisations and community groups to ensure the education and communication of Safety and Wellbeing issues are appropriate. Obtain feedback from the students, schools and families to ascertain if the program delivery is 	<ul style="list-style-type: none"> Achievement of Program KPIs.

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	<p>effective, liaise with the schools on the scope of and design programs for their specific needs.</p> <ul style="list-style-type: none"> Liaise with the Program Manager in the development, implementation and evaluation of the primary school programs and community events planning regarding Safety and Wellbeing. 	
3. Team work and Collaboration	<ul style="list-style-type: none"> Effectively collaborate with team members to ensure that the Safety and Wellbeing function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy. 	<ul style="list-style-type: none"> Feedback from colleagues.
4. Compliance	<ul style="list-style-type: none"> Comply with all relevant legislation and regulatory standards. Obtain and record accurate Safety and Wellbeing 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. 	<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
5. Reporting	<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
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 mental 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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Key Challenges:	Person Specification:
<ul style="list-style-type: none">Improving the Safety and Wellbeing of Aboriginal communities within regionAchieving Safety and Wellbeing program requirements within agreed deadlinesParticipation with relation to having a holistic approach to Aboriginal health.	<p>Qualifications & Experience –</p> <p>Essential</p> <ul style="list-style-type: none">Aboriginal or Torres Strait Islander descent.Willingness to work towards obtaining Cert IV Leisure and Fitness within 18 monthsDemonstrated knowledge, skills and experience in the Safety and Wellbeing fieldDemonstrated experience with development of Social Emotional Wellbeing community programsDemonstrated experience with coordinating community eventsSound knowledge of community health, public health and Aboriginal HealthA thorough knowledge of and association with the local Aboriginal communityExperience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levelsContinuous developing professional competence and qualificationsAbility 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 <p>Desirable</p> <ul style="list-style-type: none">Current First Aid Certificate , or ability to obtainMinimum Certificate III qualification in Aboriginal Health or equivalent as deemed relevant by DurriCurrent immunisations or willingness to participate in staff immunisation program <p>Core Competencies –</p> <ul style="list-style-type: none">Ability to build and maintain strong relationships with the local community.Strong interpersonal skills, including the ability to demonstrate empathy when required.High level of written and verbal communication skillsDemonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demandsAbility to build relationships with all levels of the organisation

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Approved by Manager:

Staff member:



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Selection Criteria

QUALIFICATIONS The Applicant will provide proof of qualifications & Mental Health – courses attended	For Example: ATSI Primary Health Care Cert III OR IV Cert IV in Community Services (Mental Health) AHPRA practising certificate or ability to acquire shortly
SKILLS AND EXPERIENCE	<ol style="list-style-type: none">1. Minimum Certificate III qualification in Aboriginal Health or equivalent as deemed relevant by Durri2. Willingness to work towards obtaining Cert IV Aboriginal Primary Health Practitioner within 18 months3. Demonstrated knowledge, skills and experience in the Safety and Wellbeing field4. Demonstrated experience with development of Social Emotional Wellbeing community programs5. Demonstrated experience with coordinating community events6. Sound knowledge of community health, public health and Aboriginal Health7. A thorough knowledge of and association with the local Aboriginal community8. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels9. Continuous developing professional competence and qualifications10. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance11. 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		
Where did you see this position advertised?		

REFEREES

	Referee 1	Referee 2
NAME		
TITLE		
ORGANISATION		
CONTACT DETAILS		

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