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## SA Health Job Pack

<b>Job Title</b>	<b>Aboriginal Primary Health and Community Care Officer</b>
<b>Job Number</b>	<b>613919</b>
<b>Applications Closing Date</b>	3 <sup>rd</sup> March 2017
<b>Region / Division</b>	Northern Adelaide Local Health Network
<b>Health Service</b>	Watto Purrinna Aboriginal Health Service
<b>Location</b>	Elizabeth
<b>Classification</b>	ASO3/ASO4
<b>Job Status</b>	Full time temporary up to 30 June 2017
<b>Indicative Total Remuneration*</b>	\$65,673 / \$78,398 pa

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

### Contact Details

<b>Full name</b>	Christine Thyer, Regional Manager, Aboriginal Health Service
<b>Phone number</b>	81829206
<b>Email address</b>	christine.thyer@health.sa.gov.au

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



Government of South Australia  
SA Health

## Northern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

<b>TITLE OF POSITION:</b>	Aboriginal Primary Health and Community Care Officer		
	<b>ADMINISTRATIVE UNIT:</b>	SA Health – Northern Adelaide LHN	
<b>Classification:</b>	<b>ASO3</b>	<b>Health Unit:</b>	Aboriginal Health
		<b>Division:</b>	Watto Purrinna
<b>Classification Reviewed:</b>		<b>Department / Section:</b>	Wellbeing Unit
		<b>Position No:</b>	
		<b>Position Created:</b>	May 2013

Job and Person Specification Approval

\_\_\_\_\_  
CEO or Delegate

\_\_\_\_\_/\_\_\_\_\_  
Date

### JOB SPECIFICATION

### PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,000 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Ambulatory and Primary Health Care (including GP Plus Health Care Centres and Super Clinics)
- Sub-Acute
- Mental Health Services (under the governance of the Adelaide Metro Mental Health Directorate)

Ambulatory and Primary Health Care delivers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

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#### **SUMMARY OF THE BROAD PURPOSE OF THE POSITION** and its responsibilities/duties

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Aboriginal Primary Health provides services directly to specific targeted groups such as women, children, Aboriginal & Torres Strait Islander people and other vulnerable groups, as well as working in partnership with other providers and organisations, particularly general practice and Medicare Locals.

The Aboriginal Primary Health and Community Care Officer will promote the health and wellbeing of the Aboriginal & Torres Strait Islander communities by providing responsive health care services, programs and activities which are based on prevention/early identification, social justice and build Aboriginal knowledge of the physical and social determinants of health in the Aboriginal Communities.

The role is responsible for the identification of social and emotional health needs as well as supporting clients to access appropriate services. The role involves working with mainstream services to maximise awareness of health education, health promotion and help empower Aboriginal & Torres Strait Islander communities with the knowledge to address primary health care issues.

The role is responsible for the engagement of individuals, communities and groups in strategies that will empower Aboriginal & Torres Strait Islander families with the aim to prevent ill health. The role is responsible for delivering services by advocating for families who are at risk through provision of support and case management with a focus on referrals and service coordination. Working within a multi-disciplinary team, the position will assist in the ongoing review of practices, procedures and participate in data collection and analysis.

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#### **REPORTING/WORKING RELATIONSHIPS** (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

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The Aboriginal Primary Health and Community Care Officer:

- Is accountable to the Regional Manager, Health Improvement.
- Liaise with partner service providers and contributing stakeholders in delivering case management, programs and services.
- Establish collaborative working relations and positively interact with other Health Units within NALHN, the Department of Health and other government and non-government stakeholders.

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**SPECIAL CONDITIONS** (such as non-metropolitan location, travel requirements, frequent overtime, etc)

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- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
  - May be required to work within other locations of the Northern Adelaide LHN.
  - Some out of hours work may be required.
  - Some intra/interstate travel may be required
  - Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
  - May be required to undertake a health assessment prior to commencement.
  - Appointment may be subject to a satisfactory Criminal History Report.
  - Must have a current First Aid Certificate
  - Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
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**STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES** (group in to major areas of responsibility / activity and list in descending order of importance)

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**NALHN Strategic Priorities – Primary Health, Mental Health, Aboriginal Health, Hospital Services**

- Ensure implementation of best practice operations and service delivery which supports the strategic objectives of NALHN and the health reform agenda for Aboriginal Primary Health Care Service.  
*KPI: Application and adherence to best practice operations and service delivery.*

**Primary Health Care Service Planning and Development**

- Leading and participating in planning processes in partnership with communities, other staff, organisations and sectors for regional priority populations and health issues.  
*KPI: Evidence of joint planning and provision of programs through minutes and reports.*
- Coordinate service integration with relevant services and other agencies.  
*KPI: Evidence of structures to support shared communication and decision making.*
- Nurture a culture of share learning and understanding across developing service network.  
*KPI: Evidence of stakeholder and client satisfaction.*

**Evaluation and Best Practice Service Delivery**

- Participate in continuous quality improvement activities.  
*KPI: Demonstrated participation in regularly monitored and reviewed.*
- Ensure case management model is adhered to and is maintained.  
*KPI: Evidence of feedback on case management model.*
- Ensure statistical data on client information is recorded accurately on a regular and timely basis.  
*KPI: Evidence of data integrity and recording.*
- Report on progress on the delivery of agreed outcomes and ensure services and programs are well profiled through publications and reports.  
*KPI: Evidence of the profiling of services programs. Evidence that evaluation and progress reports on service delivery are completed.*

**Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including OHS&W requirements**

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

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#### Educational/Vocational Qualifications

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- Certificate III in Aboriginal Primary Health Care (Community)
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#### Personal Abilities/Aptitudes/Skills

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- Proven ability to work well with Aboriginal communities and a range of service providers
  - Demonstrated ability to communicate effectively, both written and verbally including the development and dissemination of information to the community
  - Demonstrated ability to work in a culturally sensitive and accountable manner that is supportive and collaborative of Aboriginal individuals, families and communities for the betterment of Aboriginal health and wellbeing
  - Ability to work in a multi-disciplinary team
  - Demonstrated ability to motivate and inspire others to work together to achieve identified outcomes
  - Demonstrated ability to advocate on behalf of Aboriginal clients, negotiate and resolve conflict
  - Ability to develop case management plans and establish support groups
  - Ability to adapt to changing environments
  - Proven commitment to the principles and practise of:
    - EEO, Ethical Conduct, diversity and OHS&W;
    - Quality management and client oriented service;
    - Risk management.
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#### Experience

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- Experience in Aboriginal identity/culture and working with Aboriginal people, children, families and communities
  - Experience in working in community health and a multidisciplinary setting
  - Experience in working closely with Aboriginal and mainstream service providers
  - Experience in working with Aboriginal communities with Drug and Alcohol issues
  - Experience contributing to the development and implementation of programs and services addressing education, health and social issues
  - Experience in developing proposals to help manage and improve the wellbeing of the Aboriginal community
  - Experience with community development, community participation and health promotion practices
  - Case management experience
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#### Knowledge

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- Awareness of social determinants of health in terms of gender, race, ethnicity, socio-economic status, age, sexuality and disability
- Knowledge of case management and primary health care principles and their application in the Aboriginal community
- Knowledge of emerging issues in health care
- Knowledge of community participation & development
- Understanding of Cross-sector partnerships, and service integration
- An understanding of change management principles and practices
- Understanding of Occupational Health, Safety & Welfare principles and procedures
- Understanding of Quality Management principles and procedures

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**DESIRABLE CHARACTERISTICS** (to distinguish between applicants who meet all essential requirements)

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**Personal Abilities/Aptitudes/Skills**

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- Ability to work within a team framework that fosters and environment that develop staff potential
  - Skills in using computers and software relevant to the area of practice
  - Ability to undertake presentations to community and professional groups
  - Skills in counselling
  - Skills with individuals and their families affected with identified social and complex issues
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**Experience**

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- Proven experience in basic computing skills, including email and word processing
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**Knowledge**

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- Knowledge of Aboriginal communities and nations
  - Knowledge of culturally relevant services within Primary Health Care Service, community or human services organisations
  - Knowledge of Primary Health Care Principles
  - Knowledge of emerging issues in health care
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**Educational/Vocational Qualifications** (considered useful in carrying out the responsibilities of the position)

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**Other details**

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- Supports the planning process and improves the strategic performance to ensure NALHN and Aboriginal health moves towards its vision.
  - Have clear goals and expectations in accordance with organisational directions and achieves performance objectives.
  - Reviews performance, maintains alignment with organisational priorities.
  - Problem solves effectively by gathering and analysing appropriate information and assisting in achieving satisfactory solutions.
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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

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#### Educational/Vocational Qualifications

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- Certificate IV in Aboriginal Primary Health Care (Community)
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#### Personal Abilities/Aptitudes/Skills

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- Proven ability to work well with Aboriginal communities and a range of service providers
  - Demonstrated ability to communicate effectively, both written and verbally including the development and dissemination of information to the community
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