

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Aboriginal Health Worker - Cape Barren Island
Position Number:	525963
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North – Flinders Island Multi-Purpose Centre
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Director of Nursing - Flinders Island Multi-Purpose Centre
Effective Date:	September 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Aboriginality - The Head of the State Service has determined that this is an Aboriginal Identified Position and that it will be filled in accordance with the Guidelines for Aboriginal Employment</p> <p>Current Driver's Licence</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Holds or is working towards Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care or *equivalent</p> <p>*Certificate III in Aged Carer Certificate III in Community Services</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Under the direction of the Clinical Nurse Specialist, and in accordance with legal requirements and relevant professional competencies provide support services to Cape Barren Island Community Health Centre (CBICHC), by:

- Support and assist the CBICHC Clinical Nurse Specialist (CNS) in the provision of health care to the Cape Barren Island community including engagement with local Aboriginal community members to improve and address the delivery of culturally appropriate healthcare
- Participating as an active and contributing member willing to enhance team operations and achieve health service goals
- Communicating effectively with CBICHC and other health staff regarding local matters, processes and operational tasks and assist with creating a culturally welcoming environment for Aboriginal community members.

Duties:

1. Under the direction of the Clinical Nurse Specialist provide and assist both during and after business hours, with the delivery of information regarding local community services relevant to specific identified needs of Aboriginal community members.
2. Communicate effectively with other members of the health care team, patients and their families/carers, ensuring patient privacy, dignity and confidentiality.
3. Provide basic daily cleaning services of the health centre, visitor accommodation and vehicle and assist as needed with other functions arising during clinic operations such as managing waste, monitoring equipment and stock levels and checking processes.
4. Assist the Clinical Nurse Specialist with providing assistance with client's personal care and daily living activities including grooming, hygiene, nutrition, and hydration to meet individual needs
5. Undertake basic administrative duties associated with the efficient functioning of the area as required.
6. Under the direction of the Clinical Nurse Specialist assist with site orientation of new nursing staff and visitors.
7. Undertake errands such as airstrip transfers, client transport and local deliveries.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Aboriginal Health Worker - Cape Barren Island works under the supervision and direction of the Clinical Nurse Specialist and is expected to:

- Be flexible in the provision of client care, recognising own limitations and seeking assistance when necessary
- Provide after-hours support to the Clinical Nurse Specialist in managing situations that require additional assistance including:

- Advising the Clinical Nurse Specialist regarding relevant needs of the local Aboriginal community and community members.
- Assisting with driving and stretcher loading.
- Participating in on call duties and attend call outs at short notice
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Local knowledge of the Cape Barren Island Aboriginal community.
2. Demonstrated experience in providing personal care and support services within a community setting.
3. High level written and verbal communication skills with temperament, capacity, and willingness to defuse tension.
4. Knowledge of manual handling and the skills required to safely lift and position patients.
5. Demonstrated organisational skills and ability to set priorities, plan, and act to achieve desired outcomes within specified timeframes.
6. Demonstrated ability to maintain the cleanliness of specialised equipment, and the environment according to infection control principles.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).