



ROLE DESCRIPTION

Role Title:	Aboriginal Cultural Consultant
Classification Code:	ASO4
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network
Hospital/ Service/ Cluster	Women's and Children's Health Network
Division:	Child and Family Health Service (CaFHS)
Department/Section / Unit/ Ward:	Allied Health
Role reports to:	Manager, Allied Health
Role Created/ Reviewed Date:	Reviewed April, 2011, August 2012, November 2013, April 2017, July 2018
Criminal History Clearance Requirements:	Working with Children Check (issued by DHS) National Police Check (issued by approved provider) If applicable - NDIS Worker Check (issued by NDIS Commission)
Immunisation Risk Category	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Allied Health (AH) is a service of the Women's and Children's Health Network and sits within the Child and Family Health Service. AH conducts early intervention parenting and child development programs in the north and western Adelaide metropolitan area for vulnerable families experiencing moderate (to high) activity levels of adversity.
- > The Aboriginal Cultural Consultant (ACC) role is to work within a team setting to provide a responsive and flexible, family centred, home and community based support services to Aboriginal families including culturally diverse families with children 3 years and under, who are experiencing a range of complex issues.
- > The Aboriginal Cultural Consultant (ACC) contributes to improving the health outcomes for Aboriginal children and families participating in the program. The ACC position is managed within the Allied Health, Child and Family Health Service division for the provision of health, promoting services to ATSI children, their parents and families through improving access to WCHN and assisting families to obtain referral services and linking families to community supports. The ACC will also contribute to the development and implementation of high quality culturally safe and sensitive systems, services and work practices within WCHN.

Key Relationships/ Interactions:

Internal:

- > Reports to Manager - Allied Health
- > Reports to Aboriginal Clinical Lead for Clinical and Cultural supports
- > Works collaboratively with team members and contributes as a team member to the achievements of goals of the service.
- > Works collaboratively with Aboriginal Services within the Women's and Children's Health Network

External

- > Works in partnership with other government and non-government stakeholders supporting Aboriginal families.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Have a sound knowledge and understanding of Aboriginal and Torres Strait Islander (ATSI) culture, contemporary issues facing ATSI peoples, local community resources and family networks
- > Have a sound understanding of issues impacting on ATSI child health, development and parenting, and the needs of ATSI children and their families
- > Provide expert cultural advice to ensure culturally safe and sensitive systems, services and programs within WCHN
- > Facilitate linkages with ATSI service providers, agencies, and key community leaders
- > Positions are located across the Metropolitan region as well as in Rural / Remote and Country areas within SA.

Delegations:

- > N/A

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.
- > The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Handling of Official Information:

- > By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
- > SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
- > SA Health employees will not misuse information gained in their official capacity.
- > SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit, and must be renewed every 5 years from the date of issue
- > For 'Risk Assessed Roles' under the *NDIS Worker Screening Rules 2018*, the individual's NDIS Worker Check must be renewed every 5 years from the data of issue (or are required to be compliant with transitional arrangement for South Australia).
- > Failure to renew required criminal history screenings prior to nominated expiry will require your absence by way of approved leave until a renewal is obtained.
- > A satisfactory National Police Certificate (NPC) assessment is required.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
- > The incumbent must hold a current drivers license.

Zero Tolerance to Racism:

The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: ***Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.***

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must always act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>1.1 Contribute to improved health and social outcomes for ATSI children and young people through improving access to WCHN Child and Family Health services</p>	<ul style="list-style-type: none"> > Promoting the benefits and availability of child health services for ATSI families > Ensuring ATSI families are aware of the full range of WCHN services, how they can be accessed, and offering assistance to access services if required > Ensuring clients are fully aware of and understand their rights to receive culturally appropriate services > Assisting staff to locate families and arrange home visits as necessary > Advising and mentoring other team members on appropriate cultural protocols, including language and communication strategies, and providing them with relevant information to ensure they are sensitive to the needs and circumstances of individual families > Facilitating the development of trusting and respectful relationships between team members (in particular home visiting nurses), individual families, significant community members, and within community networks > Eliciting and interpreting information to support a two-way exchange of information between families and staff > Supporting individual families with health surveillance and health promotion activities as required in line with agreed care plans > Providing information and advice during case conferencing and care planning for ATSI children and their families to ensure relevant social and/or cultural issues are taken into consideration > Supporting and assisting Social Workers to work with individual families on an as needed basis
<p>1.2 Contribute to improved health and social outcomes for ATSI children and young people through assisting families to obtain referral services and linking to community supports</p>	<ul style="list-style-type: none"> > Developing and maintaining contacts and co-operative relationships with ATSI service providers > Empowering families to manage their own service needs through providing information and advice on support services and agencies in the local area, including key contact persons > Supporting the development and/or re-establishment of family and community supports and networks, including through group programs > Linking ATSI children and family members to ATSI service agencies and acting as a family advocate as requested by individual families
<p>2.1 Contribute to the development and implementation of high quality culturally safe and sensitive systems, services and work practices</p>	<ul style="list-style-type: none"> > Identifying and reporting gaps in services (WCHN and non-WCHN) and providing advice on systems changes required to address these gaps > Identifying appropriate responses to address community needs at the local level > Providing advice during development and implementation of new WCHN services for ATSI children and their parents, including development of appropriate information and education resources, tools and packages > Participating in the selection of staff who will work closely with ATSI families > Contributing to the development and implementation of orientation and training programs aimed at increasing staff awareness and understanding of ATSI history, cultural beliefs and values, and promoting appropriate attitudes and behaviours of staff to enable them to work respectfully and effectively with ATSI children, their parents and families and communities > Providing advice during staff performance processes as necessary to ensure culturally respectful practice and behaviour > Representing the organisation on external committees and forums as required > Participating in on-going ACC professional development activities

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > N/A

Personal Abilities/Aptitudes/Skills:

- > Proven ability to communicate well with, and gain the confidence and cooperation of, ATSI and non-ATSI persons whilst maintaining a high degree of confidentiality
- > Proven ability to determine priorities, organise workloads and meet deadlines
- > Proven ability to work independently and as a member of a team
- > Ability to problem solve and resolve conflict
- > Written and verbal communication skills

Experience:

- > Working with ATSI families and children, organisations and colleagues
- > Identifying support needs of individual families with young children
- > Effectively advocating on behalf of ATSI families and community
- > Development and implementation of health promotion strategies including health education, community development and group work
- > Developing links with ATSI communities and identifying and addressing their needs in relation to the use of health services

Knowledge:

- > Aboriginal cultures including Aboriginal history, kinship systems and family structures, spirituality / religion, values and beliefs, behavioural expectations and family and community obligations and how this may create access barriers
- > Understanding of historical and contemporary issues that affects the health and development of children and the way they are raised by their family (parenting)
- > Knowledge of local ATSI service providers, community networks and supports (government and non-government) that can provide assistance to families
- > Knowledge of the principles and practice of Work Health and Safety, Equal Opportunity, the Public Sector Act 2009, Code of Ethics and diversity appropriate to the requirements of the position.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Certificate III in Aboriginal Primary Health Care, Certificate IV in Aboriginal Primary Health Care (Child Health Stream),
- > Certificate III in Community Services (Children's Services)

Personal Abilities/Aptitudes/Skills:

- > Ability to resolve conflict and grievances between staff and the ATSI community
- > Effectively represent organisations on ATSI service provider forums and at ATSI community events

Experience:

- > Successful work in Aboriginal primary health care services
- > Planning, implementation and review of services
- > Experience in providing formal and informal training to non-ATSI staff members

Knowledge:

- > Child health and development and parenting
- > Primary Health Care and community development principles
- > Knowledge of the SA Health system and operations of Women's and Children's Health Network.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services
- Primary health care and population health programs
- Integrated community care services
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs
- Education and training programs
- Research.

Division/Branch

Allied Health is a specialist service within CaFHS, supporting families with children up to three years of age. We provide early intervention and preventive parenting support within a range of service areas; AH Family Wellbeing Service, AH Therapy Service, AH Social Work, AH Early Childhood Intervention Coordinators and AH Aboriginal Cultural Consultants.

Unit/Team

The position sits at CaFHS clinics throughout the state working alongside CaFHS nursing staff who deliver a range of services to families. This includes Universal Home Visiting Services, Family Home Visiting, and clinic services. Aboriginal Cultural Consultants work in partnership with nurses to provide a range of advocacy and brokerage services to Aboriginal families across South Australia and facilitate access to Child and Family Health Service

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date:

Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

Women's and Children's Health Network Strategy 2026

Four Strategic Priorities



Improved health and wellbeing of families and communities



Meaningful gains in Aboriginal health and wellbeing



Provide leading healthcare for women, babies, children and young people



Create one health network

Key Enablers

Effective communication

Consumer and community engagement

Culture and leadership

Engaged and capable workforce

Enabling technology

Research

Productive partnerships

Contemporary infrastructure

Financial sustainability

Continuous improvement and innovation

Mission To improve the health and wellbeing of families and communities by providing integrated care and support

Vision To be a leading and respected health network for women, babies, children, young people and their families

Values Compassion, Respect, Equity, Accountability, Together for Excellence

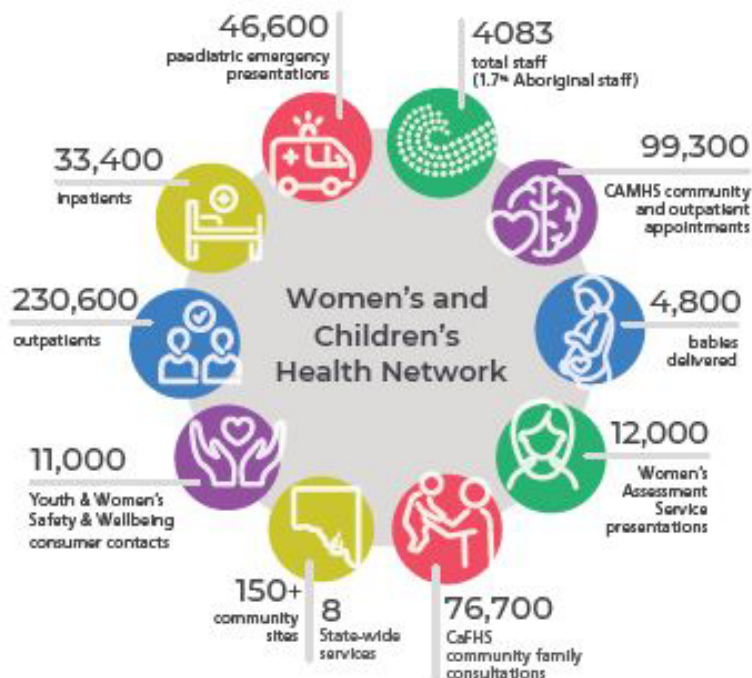
Our Story starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

Our Way is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy