

Bulgarr Ngaru Medical Aboriginal Corporation

P.O. Box 1256, Grafton NSW 2460 131-133 Bacon Street, Grafton NSW 2460

Phone: 02 6643 2199 Fax: 02 6643 2202

ABN: 67 006 943 078 ICN: 1044



Job Title:	Aboriginal Family Health Worker	Job Category:	Health Worker Grade 2 – 3
		Salary range:	\$31,564 - \$44,387
Award	Aboriginal Community Controlled Health Services Award 2010	Position Type:	full-time – 35 hour week

Job Description

Job Purpose:

This Aboriginal identified position will implement the NSW Aboriginal Family Health Strategy. The primary focus of the role will provide case management /counselling; referral and court support services to women and children who are victims of family violence, sexual assault, child abuse or neglect. The NSW Aboriginal Family Health Strategy represents the commitment by Aboriginal communities, by the Aboriginal Health Resource Co-operative and the NSW Department of Health to an holistic and culturally appropriate approach to the reduction of family violence and sexual assault in Aboriginal communities.

Organisational Relationships:

- This position reports directly to the Program Coordinator
- Accountability to the Bulgarr Ngaru Medical Aboriginal Corporation through the Chief Executive Officer and Board of Directors.

Nature of the Position:

The role will provide leadership to communities assisting them to find family based solutions to family violence, sexual assault and child protection issues. The role requires a collaborative approach in an effort to devise educational and intervention programs that address the contributory factors and other family health issues in a holistic way. Working with elder abuse also forms part of the brief for this position. Some case management work will be involved. Case Notes and details of referrals must be kept.

Primary Responsibilities:

1. Provision of a timely case management, counselling and support service to families experiencing incidents of domestic violence, referring where necessary to other local interagency services.
2. Development of programs with a family focus that are supported by the NSW Aboriginal Family Health Strategy.
3. Consult with local Aboriginal communities identifying the local issues and areas of need to facilitate local ownership of programs developed to affect and sustain behavioural change.
4. Build networks that will tap into existing community support services facilitating the provision of culturally appropriate services.

Please Note: It is mandatory for the AFHW worker to attend Aboriginal Family Health Worker Network meetings held twice each year. Enrolment and completion of the Certificate IV Aboriginal Family Health course by the Aboriginal Family Health Worker (AFHW) at the first available intake

Statement of Duties

- Establish links with various programs and agencies appropriate to the delivery of educational, support or awareness programs for the target group.
- Assess risks and provide or obtain intensive short-term crisis counselling for victims of domestic violence or child abuse. Provide emotional support if and where necessary, empowering clients with the confidence to bring charges against perpetrators.
- Determine community and client group needs, via the consultation process, facilitating the development of

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community determine programs and strategies.

- Provide domestic violence awareness workshops for both communities and other health professionals.
- Establish links with schools, youth groups, homeless youth, young mothers, elders and women's groups etc. to provide information and educational programs, raising awareness of available services.
- Provide ongoing support and strategies that empower, strengthen and address safety issues for women, children and elders.
- Assist victims of abuse, violence or neglect to explore alternatives, advocating for and referring to appropriate local services.
- Provide written reports to third parties when requested.
- Attend and where appropriate input into meetings, conferences and training sessions that are relevant to your area of work.
- Collect data as required by Management & the Board and NSW Health. Regularly evaluate program run.
- Continually evaluate your own performance in the role, the level of client demand for services and the levels of access, suggesting improvements in service delivery where appropriate.

Requirements of the Position

1. Agree to undertake background checks as required by Bulgarr Ngaru Medical Aboriginal Corporation.
2. Familiarise, comply and abide with all Bulgarr Ngaru Medical Aboriginal Corporation Policies and Procedures.
3. Bulgarr Ngaru Medical Aboriginal Corporation believes that confidentiality, privacy and ethical behaviour are critical in the provision of professional health care. You must maintain Confidentiality with regard to patient's information. You will be required to sign a Confidentiality Agreement when you take up your position. Breaches in Confidentiality will not be tolerated. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.
4. Wear appropriate uniforms and identification at all times.
5. Participate in compulsory staff training, internal and external training to update and maintain your qualifications, knowledge and skills.
6. Maintain the highest professional standards when representing Bulgarr Ngaru. Communicate in a professional and positive manner about the organisation at all times.
7. A NSW Drivers Licence is essential for this position, a copy of the current licence is to be provided when you take up employment. Failure to keep that licence will impact on your ability to hold this position.
8. Establish, maintain and promote a friendly, welcoming, safe and culturally appropriate environment within the service and in any outreach clinics.
9. Keep adequate records about your activities in the position and the number of clients you service. Report to management as requested.
10. Be prepared to undertake any other duties within the scope of your skills and experience if requested by management.

Occupational Health & Safety Responsibilities

- Demonstrate commitment to OH&S through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in OH&S education and training.
- Report any workplace hazards.
- Assist in the OH&S Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring OHS Consultation in the workplace.

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Privacy Statement

The *Privacy and Personal Information Protection Act 1998* (PPIPA) and the *Health Records and Information Privacy Act 2002* (HRIPA) requires all staff/contractors and other health service providers who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the NSW Health Privacy Manual (PD2005_362).

It is the responsibility of all staff to ensure privacy of personal information by following BNMAC privacy and security procedures in relation to any personal information accessed during the course of their duties.

Code of Conduct and Ethics

Comply with Bulgarr Ngaru Medical Aboriginal Corporation Staff Code of Conduct Policy.

Bulgarr Ngaru Medical Aboriginal Corporation Smoke Free Policy

Bulgarr Ngaru Medical Aboriginal Corporation is a smoke free environment.

Selection Criteria:

Essential

- Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act. NSW 1977.
- Highly developed liaison skills with the proven ability to build good working relationships with mainstream and Aboriginal services.
- Good organisational and time management skills.
- Ability to assess client needs and to refer appropriately
- Current driver's licence & computer literacy.
- Advocacy skills and the ability to provide emotional support for Aboriginal clients in their dealings with the legal system.
- Ability to deal effectively with clients in crisis or "difficult" situations.
- Certificate IV *Aboriginal Family Health* or **willingness** to obtain same.
- Prepared to attend AFH Network meetings twice per year.

Desirable:

- Experience in designing and implementing awareness programs, educational and promotional material relevant to the needs of local communities.
- Ability to provide emotional support for Aboriginal clients in their dealings with the legal system.
- Knowledge of relevant legislation and the NSW Aboriginal Family Health Strategy

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Declaration

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the Bulgar Ngaru Medical Aboriginal Corporation policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Employee:

Manager:

Name.....

Name:

Signature.....

Signature:

Date:

Date:

Developed:	December 2010	Approved by	
Revised		Last Updated By:	