



**PORT LINCOLN ABORIGINAL HEALTH SERVICE INC
JOB AND PERSON SPECIFICATION**

Title of Position:	Indigenous Health Project Officer
Classification Code:	PLAHS Employees Enterprise Agreement 2016: Health Worker
Team/Section:	Health Team
Type of Appointment:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Other
	Term: fixed-term to June 30th 2018

Job and Person Specification Approval	
<i>All named parties to sign, print name and add date</i>	
..... /...../..... /...../.....
PLAHS CEO (print name).....	Employee (print name).....
..... /...../.....	
Supervisor (print name).....	

JOB SPECIFICATION

1. Summary of the broad purpose of the position and its responsibilities/duties

Indigenous Health Project Officers (IHPOs) provide Integrated Team Care Activity (ITC) in collaboration with team/teams of Aboriginal and Torres Strait Islander Outreach Workers (Outreach Workers) and Care Coordinators.

Each team works in its region, across Indigenous and mainstream primary care sectors, to assist Aboriginal and Torres Strait Islander (ATSI) people to obtain primary health care as required, provide care coordination services to eligible ATSI people with chronic disease/s who require coordinated, multi-disciplinary care, and improve access for ATSI people to culturally appropriate mainstream primary care.

The ITC Activity aims to contribute to:

- Improving health outcomes for ATSI people with chronic health conditions through better access to coordinated and multidisciplinary care; and
- Closing the gap in life expectancy by improved access to culturally appropriate mainstream primary care services (including but not limited to general practice, allied health and specialists) for ATSI people.

Purpose/s of the IHPO position:

- Policy and leadership role within a region

- Team Leader ensuring a focus on Indigenous health and improved integration of care across the region
- Conducting needs assessment and planning
- Developing multi- program approaches and cross-sector linkages
- Supporting Outreach Workers and Care Coordinators.

2. Reporting/Working relationships

- Reports to the Senior Manager Client Services
- Works collaboratively with other PLAHS program areas and external agencies

3. Special conditions (such as travel requirements, flexibility of work hours, location etc.)

- Temporary fixed term contract with no expectation or guarantee of continuing employment after close of business on the stated conclusion date
- Employment conditions are as per the Port Lincoln Aboriginal Health Service Employees Enterprise Agreement 2016 and PLAHS Policies & Procedures
- The appointee will be based in Port Lincoln
- A six (6) months' probationary period applies
- Position review after agreed interval/s with the Clinical Coordinator or delegate
- Staff appraisal to be undertaken as per schedule
- Some inter and intra state travel may be required
- Some out of hours work may be required
- Must be willing to undertake appropriate education and training to meet the requirements of the position
- Current full unrestricted driver's licence to be maintained throughout employment period – loss of licence may lead to loss of employment
- Satisfactory DCSI Child and Aged Care Related Criminal History Checks current within 3 years to be presented prior to commencement and maintained throughout as required
- Provide First Aid certificate current within 3 years
- Child Safe Environments certification current within 3 years
- Hand Hygiene to be updated annually
- No Time off in Lieu (TOIL) in excess of 24 hours
- Must maintain strict confidentiality in relation to all aspects of client, employees and PLAHS information. Breaching of confidentiality in any form may be grounds for dismissal
- All PLAHS employees must abide by all PLAHS Policies & Procedures as outlined in the relevant manuals and sign Confidentiality, Code of Conduct, Use of Internet & Email, Acceptance of Conditions and Rules for Driving a PLAHS Vehicle and Work Health & Safety agreements
- Must provide consistency and impartiality within complex community/cultural considerations to avoid conflicts of interest
- All PLAHS employees must participate in and support the Organisation in its continuous quality improvement program, community capacity building and any other PLAHS initiatives as required
- PLAHS has a smoke free work environment
- All PLAHS positions are subject to satisfactory performance and ongoing funding

4. Statement of Key Responsibilities/Duties

Responsibilities of the IHPO include:

- Working as a Team Leader in the Primary Health Network (PHN) region, including regional guidance and strategic direction for the team
- Developing and implementing a coordinated team-based approach to ATSI health, especially between the IHPO, Outreach Worker and Care Coordinator positions

- Supporting Care Coordinators and Outreach Workers
- Increasing awareness of and maximising links between services for ATSI people, including those provided by Commonwealth and state/territory governments, Aboriginal Medical Services (AMSs), and other organisations
- Facilitating working relationships and communication exchange between mainstream organisations, AMSs and their peak bodies
- Developing and implementing strategies to improve access to mainstream primary care for ATSI people, including through outreach programs such as the Medical Outreach – Indigenous Chronic Disease Program (MOICDP), the Rural Health Outreach Fund (RHOF) and the Visiting Optometrists Scheme (VOS)
- Developing and implementing strategies to improve the capacity of mainstream primary care providers to deliver culturally appropriate primary care services to ATSI people, including:
 - self-identification;
 - uptake of ATSI specific MBS items including item 715 - Health Assessments for TSI people, care planning and follow up items
- Increasing awareness and understanding of the COAG targets to close the gap in Indigenous disadvantage
- Collaborating with local Indigenous and mainstream health services in a partnership approach for the delivery of primary care services
- Participating in relevant state-wide communication and collaboration
- Complying with all reporting requirements.

PERSON SPECIFICATION – SELECTION CRITERIA – applicants must address each dotpoint

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

Qualifications

- A tertiary qualification in one (or more) of:
Social Sciences, Health Services, Population Health, Health Promotion
- Or
Qualifications in Project Management
- And/or
Equivalent experience in an Aboriginal health field relevant to the position

Personal Abilities/Aptitudes/Skills

- Demonstrated ability to work with Aboriginal communities and people, while respecting cultural values and ways of doing business
- An appreciation of general practice culture and ability to consider health issues from a general practice perspective
- Proven ability to work independently under very broad direction and identify performance outcomes, plan activities and set priorities to achieve objectives.
- Excellent teamwork and interpersonal communication skills
- Ability to work in a multi-cultural team environment

- Demonstrated high level verbal and written skills, with the ability to communicate clearly and effectively
- Demonstrated program development, management and evaluation skills
- Good computer skills including use of Microsoft Office products and data entry programs
- Awareness of National Privacy Principles and legislation and demonstrated capacity to maintain confidentiality

Experience: including community experience

- Previous experience in a multi-disciplinary health or related service
- Practical experience working in a primary health care environment
- Experience in working with Aboriginal people
- Experience in working in regional/rural/remote communities

Knowledge

- Knowledge, understanding and awareness of the diversity of Aboriginal cultures and society
- A sound knowledge and understanding of Aboriginal health and wellbeing issues
- Thorough knowledge and understanding of population health as applied in primary health care environments
- A sound knowledge and understanding of primary health care principles and health promotion
- Knowledge and understanding of Cultural Safety principles and their workplace implementation
- Knowledge of Social Justice principles and practice
- Knowledge of Equal Opportunity and Work Health & Safety Legislation
- Knowledge of resources relevant to the position including community agencies

Special Requirements (failure to comply may result in termination of employment)

- Current full unrestricted driver's licence to be maintained throughout employment period – loss of licence may lead to loss of employment
- Satisfactory DCSI Child and Aged Care Related Criminal History Checks current within 3 years to be presented prior to commencement and maintained throughout as required
- Provide First Aid certificate current within 3 years
- Child Safe Environments certification current within 3 years
- Hand Hygiene to be updated annually
- Must maintain strict confidentiality in relation to all aspects of client, employees and PLAHS information. Breaching of confidentiality in any form may be grounds for dismissal
- All PLAHS employees must abide by PLAHS Policies & Procedures including Confidentiality, Code of Conduct, Use of Internet & Email, Acceptance of Conditions & Rules for Driving a PLAHS Vehicle and Work Health & Safety as outlined in the relevant manuals and as signed off by the employee
- Must comply with PLAHS' Smoke Free Workplace Policies and Procedures
- Must provide consistency and impartiality within complex community/cultural considerations to avoid conflicts of interest
- Must participate in and support the Organisation in its continuous quality improvement program, community capacity building and any other PLAHS initiatives as required

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

Experience: including community experience

- Experience working in an Aboriginal Community Controlled Health Service or similar setting
- Previous experience in health promotion and culturally appropriate media
- Previous clinical or management experience in general practice

Knowledge

- Knowledge of the Medical Benefits schedule and its relevance to Aboriginal Health Checks and Chronic Disease Management

NOTES

Review of Job & Person Specification:

This Position Specification will be reviewed regularly as part of the performance management and review program. This regular review will ensure that the Position Specification is current and reflects accurately the duties carried out by the incumbent.

All Staff are identified as being front line providers in client service. Therefore, they will be supported with the necessary systems and procedures/training to ensure appropriate, timely and efficient service delivery.

***Created July 2017
Endorsed July 2017
Reviewed***