



## POSITION DESCRIPTION

Position Title:	Aboriginal Health Practitioner (AHP)
Supervisor:	Clinic Manager/ Clinic Team leader/ Clinic Coordinator
Classification:	Aboriginal Health Practitioner Grade 2
Salary:	Base Salary: \$67,088 - \$73,344 Total Salary: \$75,151 - \$82,159 (Note: Total salary includes leave loading, and superannuation)
Location:	Palmerston/ Humpty Doo
Date Reviewed	November 2020

### ROLE PURPOSE:

The Aboriginal Health Practitioner (AHP) will participate in the provision of comprehensive primary health care to Aboriginal and Torres Strait Islander people of the Greater Darwin Area.

The AHP will provide high quality, comprehensive and culturally appropriate clinical care to Aboriginal and/or Torres Strait Islander clients and support the other health practitioners both within the organisation and the community. The AHP is crucial to maintaining cultural integrity and advocates strongly for our patients.

### OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

#### Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

### PRIMARY RESPONSIBILITIES:

#### Strategic Imperatives

Awareness and understanding of DDHS strategic plan.

Contribute to developing and implementing strategies to meeting goals set in the provision of comprehensive primary health care to the Indigenous people of the Greater Darwin Area.

#### Clinical Care

- Be a first point of contact for clients attending the DDHS Clinics, including completing an initial diagnosis, treatment, and referrals as necessary (SODAF)
- With guidance from a senior clinician work as per CARPA guidelines:
- Screen patients and treat according to standards and patient's journey.
- Identify '**at risk**' clients, e.g., older people, youth, and children.
- Monitor/ maintain client group recalls.
- Perform child and/or adult health checks.
- Provide advice about healthy lifestyles, e.g., nutrition and physical activity, alcohol consumption and quit smoking programs through brief interventions.
- Refer to complimentary DDHS programs, link closely with local communities and support existing primary care services.

- Provide early intervention, coordinated care and information and referral services.
- Support General Practitioners and other medical staff including visiting health professionals and specialists.
- Ensure all information given is provided in a way that the patient, carer, and community understand.
- Obtain feedback from the patient, carer and community to check that the information and advice was correctly understood.
- Increase knowledge and use of chronic disease self-management options including medication compliance.
- Improve follow up care for patients with a chronic disease and the identification of support needs of patients.
- In collaboration with DDHS staff members work in a multidisciplinary team and interact with external services providers within government and non-governmental organizations to facilitate care and follow to support optimal health outcomes.

#### Client Care

- Provide day to day health care service activities within the context of Primary Health Care in a professional, confidential, and culturally safe manner.
- Deliver services in accordance with DDHS policy and procedures, guided by CARPA standard treatment manual and applicable legislation and regulations.
- Depending on the clinic and/or program Registered Aboriginal Health Practitioners may assess and treat clients, deliver specific health care programs, or specialise in a health care service.
- To provide cultural brokerage between patients and non-indigenous staff to provide culturally safe and appropriate advice and support to contribute to better health outcomes for Aboriginal and Torres Strait Islander people.
- Contribute to the effective management of patient care plan systems, including participating in-patient care conferences, managing patient follow-up procedure.

#### Human Resources Management

- Participate in cross-cultural education as well as assist and participate in staff induction and orientation.
- Participate in work partnership agreements.
- Participate in relevant training and professional development activities to further enhance skills and knowledge required for the position.

#### Communication and Teamwork

- Maintain a positive work environment along with harmonious and cooperative relationships with fellow employees, management, and clients.
- Ensure all interactions with clients and staff show appropriate responses to their needs and demonstrate the application of **DDHS' code of conduct**.
- Contribute to the efficient and effective functioning of the workplace to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by your supervisor.
- Be responsible for maintaining your own professional work ethics and participate in staff meetings in a constructive manner.

#### Safe Practice and Environment

- Conduct all activities in a manner consistent with national health accreditation standards, DDHS Occupational (Work) Health and Safety Policy and procedures.
- Proactively address WH&S hazards, incidents, and injuries.
- Regularly monitor and review practices and the work environment to ensure a healthy and safe workplace in accordance with DDHS policies and procedures and legislative requirements.

#### Service Quality and Continuous Improvement

- Participate in service reviews and evaluations to ensure services are routinely evaluated and stakeholder surveys are undertaken and acted upon
- Contribute to the implementation / review of policies, procedures and required practices
- Identify issues and problems that may impact on work objectives and modify approach to respond to changes in requirements
- Contribute to a culture of innovation, quality, and continuous improvement across the organisation
- Actively participate in DDHS' **Continuous** Quality Improvement (CQI) processes to ensure improved quality and service delivery outcomes.
- Implement and follow the DDHS incident and complaint investigation policies to ensure feedback drives service delivery improvements.

#### Information Management

- Comply with DDHS Privacy and Confidentiality of Health Information Policy.
- Ensure all documentation, records management and the health information system database are maintained and completed in accordance with established standards, policies, and protocols to ensure continuity of care.
- Keep appropriate records and prepare performance reports to meet funding and management reporting requirements.

#### Organisational Responsibilities

- Adhere to all organisational policies, procedures, standards and practices e.g. Work Partnership Agreement; information and records management; confidentiality
- Act only in ways that advance DDHS objectives, values, and reputation and with honesty, integrity and good faith
- Other duties as required, consistent with skills and experience, as directed by the Supervisor.

**SELECTION CRITERIA:**

Essential:

1. Current registration with AHPRA as an Aboriginal Health Practitioner with a current AGV certificate.
2. Work in partnership with a multidisciplinary team, to provide and promote a culturally safe and responsive client focused comprehensive Primary Health Care (PHC) service including but not limited to general health care assessment and management, Health Checks, cycles of care, health promotion and prevention.
3. Broad clinical experience in primary health care including skills in planning, coordinating and decision making within a clinical setting.
4. Ensure coordinated client care by maintaining assessment and pathology schedules, referring to and working with allied health services, supporting client self-direction in health care plans and preparing for visiting **specialists'** clinics.
5. Demonstrated well developed written, verbal and interpersonal skills including with the ability to communicate sensitively in a cross-cultural environment with Aboriginal clients and staff.
6. Ensure all documentation, records and health information systems are maintained on the Communicare patient information system
7. Ability to work in a multi-disciplinary team maintaining professionalism, confidentiality, and discretion.
8. Understanding and commitment to Aboriginal health, and the philosophy and practice of Aboriginal Community Controlled Organisations and knowledge of current issues affecting the lives of Aboriginal and Torres Strait Islander people.
9. Experience utilising standard treatment manuals in a primary health care setting.

Desirable:

1. Experience working in an Aboriginal Community Controlled Health Organisation.

Appointment Factors: (Appointment is subject to)

1. Willing to undergo a Police Check.
2. Ability to obtain a Working with Children Clearance (Ochre Card);
3. **Current driver's** licence.
4. Current First Aid and/or CPR certificate or the preparedness to gain one, and
5. Fully vaccinated against COVID-19

Approved:

Rodger Williams

Head of Operations

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

Created by:	Approved	Changes
Services Coordination Manager, October 2020	Chief Executive Officer, October 2020	Newly created role