



**Ord Valley Aboriginal Health Service | Aboriginal Corporation | ICN 275**  
 1125 Ironwood Drive, Kununurra WA 6743 | PO Box 216, Kununurra WA 6743  
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## OVAHS JOB DESCRIPTION

<b>1. General Details</b>	
Position Title	Aboriginal Health Practitioner
Area/Unit	Clinic
Line Manager	Practice Nurse Manager
Award	<b>ATSIHWPACCHS Award 2020</b>
Employment Type	Permanent
<b>2. Position Overview</b>	
<ul style="list-style-type: none"> <li>• To provide primary health care, including clinical care to clients in the health centre and is responsible for providing support to doctors, nurses, and other allied health staff as well as the community to maintain and promote health care.</li> <li>• To work as part of the OVAHS team in providing quality and patient focused health care.</li> <li>• Ensure the focus of care is on the needs of Aboriginal patients within the context of their cultural identity, family, and social circumstances.</li> </ul> <p><b>Please note: Due to the nature of this position, applicants must identify as Aboriginal and/or Torres Strait Islander, as a genuine occupational qualification in accordance with section 50 (d) of the Equal Opportunity Act (1984).</b></p>	
<b>3. Key selection criteria</b>	
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Certificate IV in Aboriginal and/or Torres Strait Islander (ATSI) Primary Health Care by a Registered Training Organisation, current registration, and Practising Certificate as an Aboriginal Health Practitioner with AHPRA and Certificate 2 in Medications.</li> <li>2. Willing to apply for a Medicare Provider number for OVAHS.</li> <li>3. Current clinical assessment skills.</li> <li>4. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas and commitment to the principles of Primary Health Care.</li> <li>5. Demonstrate knowledge of Aboriginal Community Controlled Health Organisations.</li> <li>6. Demonstrate competent clinical practice, transferable to an Aboriginal Community Controlled PHC practice setting.</li> <li>7. Demonstrate knowledge of the Medicare Benefits Schedule and experience with</li> </ol>	

- billing Aboriginal Health Worker item numbers.
8. Demonstrate effective interpersonal skills and intermediate level written and computing skills.
  9. Understanding of quality improvements and risk management within practice.
  10. Ability to work independently and in a team environment.
  11. Can work for short periods, under extreme weather conditions when on outreach and community visits.
  12. Be of Aboriginal and/or Torres Strait Islander descent.

**Desirable:**

13. Previous experience in a primary health care facility.
14. Training or certificates in Aboriginal Health Worker specialties e.g., chronic disease, renal, acute.

**4. Legal Compliance**

- To hold a National Police Clearance (current within the previous 3 months)
- Hold and maintain a current C-Class Driver's license.

**5. Position Duty Statement**

1. Support all health centre and program activities by completing clinical care items required prior to seeing the doctor. These include pathology collection, observations, all aspects of a full adult/child health check and chronic disease management plans and to provide education about managing risk factors, disease prevention and self-management of health conditions.
2. Perform clinical duties, as part of the clinic team, in all areas of the health service, including general clinic, emergency care and stabilisation, child health, chronic disease, antenatal, sexual health, and screening and community programs.
3. Bill AHW Medicare item numbers when care is delivered and contribute to GP item numbers 715, 721, 723, 732 by completing pre-assessments and commencing health checks and management plans.
4. Screen patients and treat according to Kimberley and /or CARPA protocols or refer the client to a nurse or doctor.
5. Use the electronic patient management system to identify care needs and document patient consultation.
6. Assist doctors, nurses and other health professionals with communication, treatment, and any advice relevant to a client's treatment.
7. Participate in preventive health programs.
8. To be a positive role model for certificate III and certificate IV Aboriginal Health Workers
9. Maintain client confidentiality.
10. Participate in cross cultural education of staff who are not familiar with Aboriginal customs and Traditions.

11. Work with external agencies to deliver best practice client care including Community Health, Mental Health, Department of Child Protection, Environmental Health, Home and Community Care, Home Care Nurse, and Hospital Services.
12. Liaise with the Specialist Clerk to organise referrals to allied health clinics.
13. Maintain a clean and hygienic environment in the clinic and participate in maintaining, restocking, calibrating, and replacing clinic stores and equipment.

## **6. All Staff Duty Statement**

### **General Duties**

- Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance with guidelines, standards, code of ethics/conduct and statutory requirements applicable to your role as an OVAHS employee.
- Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community.
- Participate in professional development activities and supervision as required.
- Undertake specific after-hours work, including attendance at training as required.
- Attending internal and external meetings as requested.
- Undertake relevant and appropriate multi-functional duties.
- Report relevant clinical cases or issues to line manager which may have possible legal implications.
- At all times maintain a professional relationship with patients, other employees, and visitors to OVAHS.
- Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients.
- Perform other duties as directed by Senior Management.

### **Governance: Organisational Safety and Quality Requirements**

- Participates in the maintenance of a safe work environment and recognises acts on risks.
- Participates in an annual performance development review.
- Supports the delivery of safe and effective patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the ISO 2015: 9001 and RACGP 5<sup>th</sup> edition standards and the delegations on the Quality Management System (QMS).
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS Organisational and, Area / Program specific policies and procedures.
- Abides by the OVAHS Code of Conduct, National Health Practitioners Boards' Codes and Guidelines, Occupational Safety and Health Legislation, Disability Services Act, Road Traffic Act, and the Equal Opportunity Act.

### **Governance: Cultural Safety and Quality Requirements**

- Participate in cultural safety and competence training and staff development.

- Respect and abide by the direction of Aboriginal employees in matters related to cultural safety.
- Support language access and communication.
- Forward grievances and complaints to allocated Senior Aboriginal employee.
- Support the input and participation, from the Aboriginal community and patients, in the development of continuous quality improvement in culturally safe services.

**Administrative Duties**

- Maintain statistics, administrative records, and client documents as per OVAHS policies and procedures.
- Produce report for OVAHS and funding bodies as required.
- Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles, and phones.
- Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and producing minutes for meetings as requested.

**NOTE:** This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated between both parties to meet the ongoing needs of the organisation.

**7. Certification**

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.  
 As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:  
 Position:

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Name:  
 Position: Chief Executive Officer

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_