**JOB DESCRIPTION FORM**

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| **1. GENERAL DETAILS** | |
| Position Title | FASD Prevention Program Worker |
| Area/Unit | OVAHS Clinic |
| Reports to | Health Operations Manager |
| Award | ACCHS Modern Award |
| Employment type | Full time |

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| **2. POSITION OVERVIEW:** |
| * To work closely with the FASD Prevention Program Coordinator to provide high quality and culturally appropriate FASD awareness and health promotion to the local community. * Ensure the focus of care is on the needs of Aboriginal clients within the context of their cultural identity and social circumstances. * To work as part of the OVAHS team in providing a quality and client focused environment. |

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| **3. PREREQUISITES AND KEY SELECTION CRITERIA** | |
| Essential | 1. Experience working in a supportive role with Aboriginal people. 2. Ability to practice within standards and quality of care, which is effective, efficient and in accordance with best practice and agreed standards and policies. 3. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas. 4. Ability to understand information on health issues and practices. 5. Willingness and the ability to offer educational sessions to groups and individuals about FASD prevention and family planning, in a sensitive and non-judgmental way. 6. Good literacy and computing skills relevant to recording in clients’ notes, assisting with written reports and developing promotional material. 7. Excellent time management skills. 8. Ability to work independently and within a multidisciplinary team in the context of holistic health services. 9. Willingness to drive to and on occasion stay on communities or in other towns. |
| Desirable | 1. Previous education and /or experience in health, social work or education. 2. Good knowledge of the effect of alcohol on unborn babies. 3. Demonstrated knowledge of Aboriginal Community Controlled Health Organisations. |
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| **4. LEGAL COMPLIANCE** | |
| * Able to produce a National Police Clearance * Able to produce a Working with Children’s Check (if applicable to position) * Able to produce a current driver’s license (if applicable to position) | |
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| **5. POSITION DUTY STATEMENT** | |
| 1. Work closely with and is supervised by the FASD Prevention program coordinator in implementing and deliver of the FASD Prevention program plan, and other Healthy Lifestyle programs as directed. 2. As the initial antenatal FASD referral recipient you will ensure improved outcomes by providing a supportive and culturally appropriate environment. 3. Participate in the delivery of group education sessions and workshops. 4. Follow the best practice guidelines in both the presentation and content of education sessions. 5. Ensure that health promotional activities are geared toward the targeted groups e.g. age; gender; cultural background; education level. 6. Provide support and training to OVAHS staff members on FASD education. 7. Assist in developing school and community education material and session plans. 8. Support other staff members with local and cultural knowledge to improve service provision. 9. Keep up to date records of all client contact and education sessions. 10. Report, as directed, to line manager on service delivery data and KPI’s. 11. Liaise with other government and non-government agencies to further FASD prevention activities. 12. Take advantage of opportunities for supervision and professional development. | |
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| **6. ALL STAFF DUTY STATEMENT** | |
| **General Duties**   * Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within 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. * Attend 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 Accreditation 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 produces minutes for meetings as requested. | |
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| ***NOTE:*** *This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.* | |

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| **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: Sharon Benning  Position: Chief Executive Officer  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_** |

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| **NAME** | **DATE APPOINTED TO POSITION** | **SIGNATURE** | **DATE** |
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