**JOB DESCRIPTION FORM**

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| **1. GENERAL DETAILS** |
| Position Title | Field Officer – Child & Maternal Health |
| Area/Unit | Clinic |
| Line Manager | Practice Nurse Manager |
| Award | ACCHS - Modern Award |
| Employment type | Full time  |

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| **2. POSITION OVERVIEW:** |
| * To work as a part of the OVAHS Child and Maternal Health team by providing safe and efficient transport of clients, goods, correspondence, and pathology.
* To work as part of the OVAHS team in providing a quality and patient focused health care.
* Ensure the focus of care is on the needs of Aboriginal patients within the context of their cultural identity, family, and social circumstances.

**Please note: Due to the nature of the Field Officer – Child & Maternal Health role, applicants must identify as female and as Aboriginal and/or Torres Strait Islander, as a genuine occupational qualification in accordance with section 50 (d) of the Equal Opportunity Act (1984).** |

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| **3. PREREQUISITES AND KEY SELECTION CRITERIA** |
| Essential | 1. Possess a current C-class driver’s license.
2. National Police Check (current within the previous 3 months), or willingness to obtain one.
3. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas.
4. Proven abilities to be organised and use work time effectively.
5. Willingness to comply with all relevant OSH legislation including the Road Traffic Act.
6. Demonstrate effective written and interpersonal communication skills.
7. Willingness to share knowledge of the local community and culture that is relevant to client care, where appropriate.
8. Demonstrate the ability to function as a team member and to follow direction.
9. Able to provide courteous and client-focused services.
10. Can work for short periods under extreme weather conditions when on outreach and community visits.
11. Be of Aboriginal or Torres Strait Islander descent.
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| Desirable | 1. Previous experience as a driver or field officer.
2. Demonstrate knowledge of Aboriginal Community Controlled Health Organisations.
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| **4. LEGAL COMPLIANCE** |
| * Hold a current and valid Working with Children Check
* Able to produce a National Police Clearance (current within the prior 30 days)
* Hold a current C-Class Driver’s License.
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| **5. POSITION DUTY STATEMENT** |
| 1. Be accountable for the safe, efficient, and effective use of resources, including assisting with forward planning for OVAHS.
2. Work closely with the Practice Nurse Manager and Child & Maternal Health team to ensure the responsive and efficient pickup and drop-off of patients.
3. To assist fellow staff members with information about community, cultural and language matters that are relevant to client care, where appropriate.
4. Daily duties:
* Maintain passenger statistic sheet of clients that have been transported and give to the Practice Nurse Manager at the end of each working week.
* Notify the Child and Maternal Health team if a client is not at home or refuses to come into OVAHS on recall or for appointment on the pick-up list.
* Maintain daily Patient Recall letters delivery list and give to Practice Nurse Manager once completed, and ensure transport is arranged for clients if required by the Child & Maternal Health team.
* Check fuel level at beginning and end of each day, see Practice Nurse Manager or CEO for fuel card if required, and give receipt to admin.
* Carry mobile phone, ensure it is always charged and on during working hours to remain in contact with OVAHS, for business purposes only.
* Transport clients, medication, goods, correspondence, and pathology by the quickest possible route**.**
* Assist Specialist Clerk in arranging and delivering appointments cards, where required.
* Assist Practice Nurse Manager and Reception Manager with additional clinic related tasks.
* Support clients, who require assistance, to get in and out of vehicles and into the clinic or their home.
* Maintain the OVAHS vehicle allocated to you. Ensure it is clean and tidy at the beginning and end of each workday.
1. Notify Operations manager and lodge on LOGIQC QMS any need for repairs to OVAHS vehicles.
2. Notify management immediately of any accidents in involving clients or damage to OVAHS vehicles.
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| **6. ALL STAFF DUTY STATEMENT** |

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| General Duties* Follow the policies and procedures documented in the OVAHS Quality Management System LOGIQC 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.
* 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. |
| **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\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_** |