



Aboriginal Health Worker

POSITION DESCRIPTION

Position Title	Aboriginal Health Worker
Unit	Health
Reports to	Registered Nurse (RN) Team Leader
Direct Reports	N/A
Hours of Work	38 Hours per week
Mode of Employment	Permanent On-Going – Subject to funding
Award / Agreement	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award [MA000115]
Classification	Aboriginal and/or Torres Strait Islander Health Practitioner, Advanced Health Worker – Practice & Advanced Health Worker – Care – Grade 4 Level 1
Remuneration	In line with the above classification
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	Heywood / Hamilton locations
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

To implement Winda-Mara's Health Action Plan to improve health outcomes for Aboriginal and Torres Strait Islander people.

Key responsibilities

The key responsibilities of this position are to:

- Perform ATSI health checks
- Work in conjunction with GP, practice nurse and other Aboriginal Health Workers to ensure clients are receiving appropriate medical care as per best practice guidelines
- Carry out home visits to ensure clients wellbeing
- Provide advocacy and support for clients
- Facilitate health promotion and education awareness sessions to the community
- Coordinate client appointments through Winda-Mara's health service and Allied Health Services
- Work in partnership with other Winda-Mara services
- Participate in training and information sessions
- Record and enter data on appropriate software programs
- Ensure all funding and reporting requirements are met within allocated timeframes
- Other duties as required within the scope of this role and coordinated through Health Services Manager or RN Team Leader

2. ABOUT WINDA-MARA ABORIGINAL CORPORATION

Winda-Mara Aboriginal Corporation (WMAC) is a community-controlled organisation located in South-West Victoria with offices in Heywood and Hamilton. WMAC was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a strong membership base.

WMAC employs over 80 people and has a key focus to provide opportunities for local Aboriginal and Torres Strait Islander people and access culturally appropriate services. WMAC believes that culturally appropriate services will ensure a balanced approach by working with people rather than for people which will provide equality and self-determination. WMAC provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland, and surrounding areas over a number of programs including Land Management, Family Services, Medical Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

Our Vision is *"That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria's far south-west to lead fuller lives"*.

Our vision will be achieved by focusing on four themes.

"Mara"
People

"Kooyoorn"
Organisation

"Meerang"
Country

"Culture"
Culture

3. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

1. Certificate III or higher in Aboriginal and Torres Strait Islander Primary Health Care or willingness to obtain
2. Demonstrated knowledge of local Aboriginal community
3. Ability to work independently as well as in a team environment
4. Strong knowledge of the English language with sound verbal and written communication skills
5. Organisational skills; ability to prioritise, manage time effectively and work well under pressure
6. High level of accuracy with work produced and accurate data entry skills
7. Ability to deal tactfully and discretely with confidential information
8. Punctual, professional, efficient and approachable manner.

4. POSITION REQUIREMENTS

Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
Y	Aboriginality – “This position is an identified position with applicants being of Aboriginal and/or Torres Strait Islander descent under the ‘Special Measures Act’, and able to provide proof of requested documentation.”
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration

5. GENERAL TERMS OF EMPLOYMENT

1. All employees agree to abide by Winda-Mara’s Policies and Procedures and Code of Conduct.
2. All employees agree to act in a safe manner to provide a safe working environment.
3. All employees agree to participate in an Annual Performance Review and any other review processes.
4. Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
5. Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.

6. Communicate constructively to other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support other team members and/or employees to achieve organisation's goals.
9. The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

Applications addressing the Key Selection Criteria to:

**People and Culture Manager
PO Box 42 Heywood VIC 3304**

Email: peopleandculture@windamara.com