

## JOB DESCRIPTION

<b>Parlpuru Ninji Kari – Health Services Section</b>		<b>Work Unit</b>	Administration Support Officer (ASO)
<b>Job Title</b>	<b>Maternal Early Childhood Health Program Aboriginal Liaison Officer (ALO)</b>		<b>Level</b>
			<b>ASO Level 5.1 – 5.4</b>
<b>Job Type</b>	Full Time		<b>Duration</b>
			Ongoing, Dependant on Funding
<b>Salary</b>	\$69,281 - \$74,908 p.a.		<b>Location</b>
			Tennant Creek
<b>Position Number</b>	MECH 10	<b>Budget</b>	HSS
		<b>Closing</b>	
<b>Contact</b>	<b>Human Resources - 08 8962 2633</b>		
<b>Reports to</b>	Maternal Early Childhood Health Program Coordinator		
<b>Information for Applicants</b>	<p>Applications must be submitted Online via Anyinginyi Health Website, providing a one-page summary sheet, with a detailed resume/cv and response to the Selection Criteria. Alternatively provide your application in person or to <a href="mailto:hr@anyinginyi.com.au">hr@anyinginyi.com.au</a></p> <p>Confirmation of employment is dependent on the outcome of successful application for an <b>Ochre Card/ Working with Children's Card</b>.</p> <p>As per Anyinginyi Health Aboriginal Corporation Policy, <b>all employees must be fully vaccinated against COVID-19</b>. With a minimum of 3 COVID-19 vaccinations.</p>		
<b>Hours of Work</b>	Monday – Friday (excluding public holidays) 8:00am – 4:30pm.		
<b>Special Measures</b>	This position is an Aboriginal and Torres Strait Islander identified position.		
<b>About Benefits</b>	<ul style="list-style-type: none"> <li>Salary packaging up to \$15,899.94 pa.</li> <li>6 weeks annual leave as well as personal/carer's leave up to 10 days per year</li> <li>Study leave can be negotiated</li> <li>Remote retention allowance of \$750</li> <li>Employee access to Anyinginyi Health Clinic – with free Prescriptions</li> <li>Free General Dentistry (Lab Work to be paid by employee)</li> </ul>		
<p><b><i>This ATSI Identified Position</i></b></p> <p><i>This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act. Aboriginal &amp; Torres Strait Islander women are encouraged to apply.</i></p>			

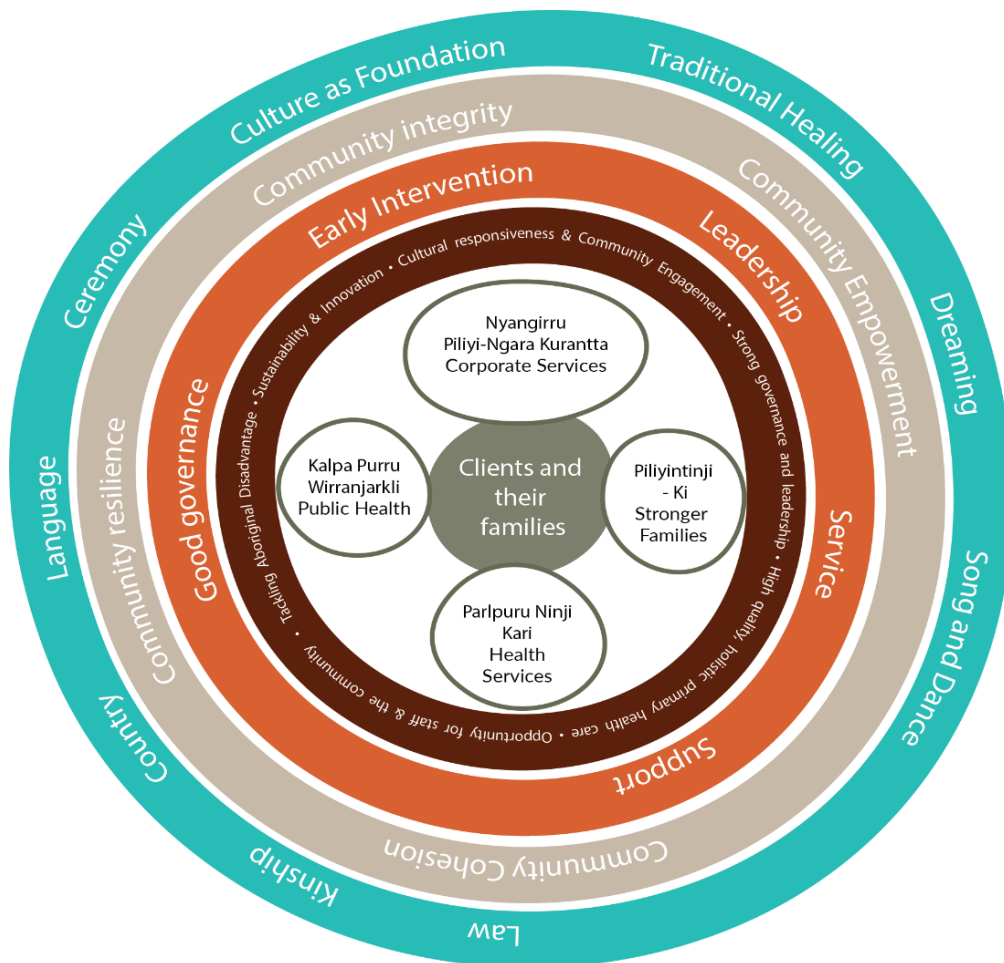
## ABOUT THE OPPORTUNITY

The Maternal Early Childhood Health Program Aboriginal Liaison Officer will work as a part of Anyinginyi Health Maternal Early Childhood Health Program team, providing a transport service for clients of the Anyinginyi Health Maternal Early Childhood Health Program, while supporting a multidisciplinary and integrated health team.

The ALO is a frontline customer service position and will ensure safe driving practices, appropriate behavior, and acceptable appearance to maintain the integrity of the organisation. The role will always respect Aboriginal values, beliefs, customs, language, and traditional practices.



PRIMARY HEALTH CARE DELIVERY MODEL



Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible, and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal client- care the three components of family, community and culture are intrinsic to good health outcomes.

The model recognizes the strong role Culture and Cultural Authority plays in a holistic approach to good health and well-being. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families, and clients. Culture sets the foundation for Anyinginyi to strive to be compliant with maintaining cultural respect and ensures the principles of cultural responsiveness are considered in the design & implementation of health care. Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.



## ABOUT THE TENNANT CREEK REGION

Year-round blue skies, stunning landscapes and vibrant, diverse and warm communities - that's life in the Northern Territory! Only a short flight from most Australian cities, Tennant Creek is not just a must-see destination renowned for its individual identity and rich cultural heritage but is a remarkable community to set up home in!

500km north of Alice Springs, Tennant Creek was once a rough and tumble droving town but is now a modern town and one of the Territory's most populated areas. It is home to a major regional hospital, a university, schools, shops and a supermarket, accommodation, bars, clubs and restaurants, banking facilities, sporting clubs and an airport - everything you need to set up a relaxing new lifestyle! People from all walks of life find themselves calling Tennant Creek home.

## ABOUT US

Established in 1984, Anyinginyi Health Aboriginal Corporation (AHAC) is a multi-disciplinary organisation providing holistic primary health care to Aboriginal people of Tennant Creek and four small communities in the Barkly Region an area almost 150,000 sq.km in size. Anyinginyi remains dedicated to 'Closing the Gap' in Aboriginal health within remote Australia.

Anyinginyi is made up of four different sections (Health Services, Business Services, Public Health Unit and Piliyintinji-Ki Stronger Families) which allow them to have a holistic approach to health ensuring that clients' physical and emotional health and wellbeing is given the utmost priority.

### **Our Vision**

Aboriginal people in the Barkly region enjoy equity in health status with that of other Australian citizens.

### **Our Purpose**

To be a provider of high quality holistic primary health care services to the Aboriginal communities of the Barkly region in a culturally responsive way.

## DUTIES

### **Key Duties & Responsibilities**

- Maintain and adhere to Anyinginyi policies and procedures including the Motor Vehicle Policy and rules regarding bus pick-up service.
- Drive in a safe manner and in accordance with NT traffic laws and regulations always.
- Drive Anyinginyi vehicles for the purpose of transporting patients from home to MECH Headquarters and back. This may also include patients scheduled for hospital or other healthcare provider appointments.
- Participate in morning meetings with the Maternal Early Childhood Health Program team for the purpose of reviewing patients on daily recall or patients attending Specialist clinics.
- Always be courteous and helpful, assisting passengers, pregnant Women and parents with young children getting to, from, on or off the bus/car as necessary, including using wheelchair lift if required
- Ensure clients are aware that no food or drink is to be consumed on the bus.
- Always keep regular contact with the Maternal Early Childhood Health Program team
- Report all non-failure client pick-ups to the Program Coordinator daily.



- Document and Report client/vehicle incidences in Logic that may occur during pick-up and travel.
- Participate in quality improvement activities in collaboration with health professionals, clients and families to ensure best practice and the continuous improvement of systems is achieved to meet professional and industry standards, including work health and safety.
- Uphold the vision, mission and priorities of the organisation as determined by the Board of Directors and outlined in its Strategic Plan.
- Identify and manage risk or potential risk to clients.
- Foster a professional and culturally safe work environment.
- Promote and support an alcohol, tobacco and other drugs free workplace strategies and exemplify aligned behaviours.
- Work within limits of confidentiality and privacy as per Anyinginyi Health Policy.
- Participate in staff training and development, organisation-wide, site-based team meetings, collaborative planning activities and other meetings or activities relevant to this position.
- Undertake other duties as required.

### **Vehicle/Asset Care**

- Maintain serviceability of vehicle including the daily lock up and security.
- Be alert to any potential mechanical, or other problems, and report to the Senior Administration Supervisor as a priority.
- Undertake weekly cleaning (internal and external) of vehicles with check of oil, water, fuel, correct tyre pressure, and spare equipment.
- Maintain serviceability of mobile phone.

### **Decision making**

This position reports directly to the Program Coordinator, who will refer issues to the Executive Manager Health Services



## ABOUT YOU -SELECTION CRITERIA

To be successful in this role, you will need to possess the following:

### Essential skills and experience

- Be in possession of a current Northern Territory Driver's Licence.
- Demonstrated understanding of the philosophy governing independent Aboriginal community-controlled organisations.
- Demonstrated ability in driving a mini-bus and four wheel-drive vehicles.
- Have no serious driving offences in the past 5 years.
- Ability to work unsupervised and as a member of a team.
- Understanding of Occupational Health and Safety in the workplace.
  
- Personal attributes:
  - Reliability
  - Courteous and helpful
  - Honesty
  - Patience
  - Responsible.

### Desirable

- First Aid Certificate.
- Demonstrated understanding and knowledge of health and social/cultural issues affecting Indigenous Women and their Children.
- Ability to speak one or more of the local Aboriginal languages.

**APPOINTMENT CONDITIONS**

- Employment with Anyinginyi Health Aboriginal Corporation is **conditional on the employee providing NT Working with Children Check (Ochre Card)**, Satisfactory Criminal History Check.
- All Anyinginyi Health Aboriginal Corporation employees are preferred to be **Fully Vaccinated against COVID-19**.

**Acceptance of Responsibilities:**

I have read the requirements and responsibilities outlined in this Position Description, AHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

<b>Name:</b>		
	(Employee)	(Manager)
<b>Signed:</b>		
<b>Date:</b>		

**EMPLOYMENT SCREENING**

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with AHAC Policies. The following checks will be required for this role:

- National Police Check (current within the previous 6 months, or willingness to obtain)
- Valid Working with Children Check
- Current AHPRA Verification Check
- Current and Valid Driver's License
- National Disability Insurance Service Check
- Other