



Position Description			
Position RAV-049		Generalist Aboriginal Health Worker	
Commencement Date		TBA	
Approved by		Chief Executive Officer	
Award		Aboriginal Community Controlled Health Award 2010	
Organisation Structure			
Location	Employment Type	Reports To	Direct Reports
Ravenshoe	Part Time- subject to ongoing funding at the end of each financial year	Team Leader Ravenshoe	Nil
Our Mission Statement			
Empowering Aboriginal and Torres Strait Islander people who live in the Great Green Way and Inland Savannah regions to live long healthy lives			
Our Vision Statement			
<p>The elimination of disparities in health and wellbeing experienced by Aboriginal and Torres Strait Islander peoples in our region, by ensuring that Mamu Health Service Limited:</p> <ul style="list-style-type: none"> - operates a sustainable, primary health care Service in "the Great Green Way" and Outreach areas with strong community and client support; - cooperates with strategic health initiatives for <i>Closing the Gap</i> and the <i>National Health Reform Agenda</i>; -establishes client service partnerships and coordination arrangements with other providers and with other Aboriginal and Torres Strait Islander Organisations; and -implements innovative approaches and good governance to improve and expand service delivery 			
Overview of Mamu Health Service Limited			
Established in 1990, Mamu Health Service Limited is a community controlled health organisation providing comprehensive Primary Health Care to Innisfail and surrounding districts including Ravenshoe, Tully, Babinda			
Position Purpose			
The position will contribute to the delivery of comprehensive primary health care services incorporating the development implementation an devaluation of program resources and strategies to meet the needs of Aboriginal and Torres Strait Islander clients, including liaison with relevant community groups, health professionals, organisations and agencies			

Position Duties	
Performance Area	Responsibility/Task
Primary Health Care	<ul style="list-style-type: none"> • Assist in the provision of comprehensive, culturally appropriate health services, including promotion, prevention, early intervention, treatment and follow-up care • Perform clinical duties in all areas of the health service including but not limited to observations, assessments and treatments, blood pressure, wound dressings, ECG readings, specimen collection and other duties as required • Work closely with relevant Team Leader to assist with all aspects of the development and delivery of health care plans • Provide relief coverage for other AHW when required • Liaise with clients for screenings and tests as required • Conduct home visits
Key Performance Indicators	<ul style="list-style-type: none"> • Refer to National Key Performance Indicators as per funding agreement • Refer to Clinic Action/Staff Work Plan Key Performance Indicators
Communication	<ul style="list-style-type: none"> • Conduct all face to face and telephone contact with patients in a friendly, professional manner at all times • Maintain a harmonious and co-operative relationship with work colleagues and clients • Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives • Demonstrating professional workplace behaviors • Undertaking responsibilities or activities as directed by your supervisor
Teamwork	<ul style="list-style-type: none"> • Actively participate in compulsory staff meetings • Contribute to process improvement and adhere to all Mamu Health Service Limited's Policies and Procedures • Participation in community events (weekends and after hours when required) • Be able to work in any location within Mamu HSL service area when required
Health Promotion	<ul style="list-style-type: none"> • Support the planning, implementation and evaluation of group activities • Provide and support health promotion programs through local networks

	<ul style="list-style-type: none"> • Comply with legislation, policies, procedures and protocols to achieve and maintain evidence based and effective practice in primary health care with a focus on promotion, prevention and early detection
Information Management	<ul style="list-style-type: none"> • Ensure the accurate collection and recording of patient demographics in the patient information system (where required) • Maintain accurate recording of client records (where required) • Operate a computerised appointment system (where required) • Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities (where required)
Relationship Management	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with internal staff • Develop and maintain effective relationships with other Aboriginal Medical Services in the region • Develop and maintain effective collaborative partnerships and strategic alliances with key external stakeholders in particular other service providers
Quality, Risk and Compliance	<ul style="list-style-type: none"> • Address WH & S hazards, near misses, incidents and injuries and adhere to infection control processes • Recognise your responsibility and ensure the health, safety and wellbeing of yourself, colleagues and clients • Compliance and participate (when required) with standards, policies and procedures, legislation and guidelines • Observe any lawful instructions regarding health and safety • Identify and make recommendations to improve processes, quality and service delivery outcomes • Contribute as required to maintenance of AGPAL accreditation status and reaccreditation process where required • Contribute as required to maintenance of ISO:9001 accreditation status and reaccreditation process where required • Ensure Quality Assurance parameters is maintained at all times • Use of Continual Improvement Register located in the Quality Coordinator Software Program
Human Resources	<ul style="list-style-type: none"> • Participate in an Annual Performance Review • Participate in relevant training and professional development activities required for the position • Comply with all MHS� Policies and Procedures

<p>Other Duties</p>	<ul style="list-style-type: none"> • Other duties as required, within the employee's skills and capacity level
<p>Selection Criteria</p>	
<p>SC 1</p>	<ul style="list-style-type: none"> • Certificate III or Certificate IV in Aboriginal and or Torres Strait Island Health Worker Primary Health Care (Practice) higher with ability to register with Australian Health Regulation Health Agency
<p>SC 2</p>	<ul style="list-style-type: none"> • Demonstrated ability to perform clinical, health education and administrative duties in a Primary Health Care Setting
<p>SC 3</p>	<ul style="list-style-type: none"> • Demonstrated interpersonal and communication skills with the ability to work in a multi-disciplinary team structure and problem solving skills
<p>SC 4</p>	<ul style="list-style-type: none"> • Knowledge of and / or involvement in quality improvement processes
<p>SC 5</p>	<ul style="list-style-type: none"> • Knowledge of, or ability to acquire knowledge of human resource management issues including Workplace Health and Safety, Equal Employment Opportunity and Anti-discrimination
<p>Additional Factors</p>	
<p>Employment Checks</p>	<ul style="list-style-type: none"> • Criminal History Check (AFP) • Working with Children Check 'Blue Card'. Employment will not continue where your application for a 'blue card' is not approved, withdrawn or your 'blue card' is disqualified
<p>Proof of Qualifications</p>	<ul style="list-style-type: none"> • Proof of qualifications and current registration (where appropriate) are to be provided prior to commencement of employment

Other	<ul style="list-style-type: none"> • Current QLD Drivers licence is required • Ability to travel within the geographic service area • Ability to use Microsoft Office products and data collection systems • Current First Aid Certificate or ability to obtain one • Under section 25, of the Anti-discrimination Act 1991, there is a genuine occupational requirement of the incumbent to be of Aboriginal and or Torres Strait Islander descent
Additional Information	
<ul style="list-style-type: none"> • Mamu Health Service Limited has a six (6) month probation policy • Mamu Health Service Limited has a No Smoking Policy at all buildings, offices and motor vehicles at all sites 	

Ihave read and understood this letter and accept the offer of employment from Mamu Health Service Limited on the terms and conditions set out in the letter.

Date:.....

Signature.....

Please note that the responsibilities outlined in this position description are not exhaustive and only an indication of the work of the role. Mamu Health Service Limited can direct you to carry out duties which it considers are within your level of skill, competence and training. This position description will be reviewed annually, when the position becomes vacant or as deemed necessary. This position is also subject to change dependent on operational requirements of the organisation.



APPLICATION INFORMATION PACKAGE FOR POSITION OF GENERALIST HEALTHWORKER PART TIME 22.5 hours per week- RAVENSHOE

Organisational Overview

Mamu Health Service Limited is Aboriginal Community Controlled Health Service established since 1990 providing Comprehensive Primary Health Care to Innisfail and surrounding districts. We have clinics located at Innisfail, Tully, Babinda, Ravenshoe.

Employment Information

Remuneration: The salary for this position is dependent on skills and qualifications. The expected pay range will be between \$24,534.64 to \$27,939.60

Salary Sacrifice:

Mamu Health Service Limited staff enjoy the benefits of salary sacrifice up to the maximum allowable under current Federal rules for PBI (Public Benevolent Institutions). Mamu Health Service Limited salary sacrifice is offered through Eziway.

Superannuation:

Mamu Health Service Limited contributes 9.5% of the employee's gross base salary

Leave Entitlements:

Mamu Health Service Limited offer staff five (5) weeks annual leave, twelve (12) days personal leave and other benefits – Part time employees are offered leave entitlements on a pro-rata basis.

Working with Children & Criminal History Check:

It is a condition of employment that all employees are holders of a current and valid 'blue card' Working with Children Check. Employment cannot continue where your blue card application is not approved or disqualified

Confidentiality:

It is a requirement of employment that all employees sign a Confidentiality Agreement upon commencement of employment

Application Introduction

Thank you for your interest in the vacant position with Mamu Health Service Limited.

This Information Package is designed to give you some general information and to assist you with your application.

Mamu Health Service Limited is committed to the principles of Equal Employment Opportunity and Anti-Discrimination. These principles are applied to recruitment to promote fair, merit-based selection processes. Employment equity, education and professional development are strong focuses as employees hold the key to the performance and success of our centre.

Before preparing your application you should read all the information in this package carefully. Particular attention should be given to the enclosed Position Description and the Selection Criteria.

How to Make an Application

Read this Application Information Package, the Position Description and Selection Criteria. You should assess whether you meet each of the essential Selection Criteria before you apply for the position.

In your application you must include:

- ☞ Completed Application Form

- ☞ Your responses to the Selection Criteria

☞ Your resume

☞ Copies of all relevant certificates, licences, degrees etc

Your application should be marked PRIVATE AND CONFIDENTIAL. The return address is show in this information package.

What are Selection Criteria and Where Did They Come From?

The Selection Criteria are the requirements of the position and condensed from the position description you have applied for. Both the Position Description and the Selection Criteria are included in this package.

What Information Will I Need to Provide to Address the Selection Criteria?

You need to document for the Selection Panel how you believe you have accomplished each Selection Criteria in your previous work experience and how you believe you will be able to apply each Selection Criteria in this particular position.

How to Respond to the Selection Criteria

You should prepare a written response to each of the Selection Criteria. The Selection Criteria focus on the experience, qualifications, skills and qualities that are most important in the position. Please read the Position Description carefully and take it into consideration when preparing your responses.

You may respond to each of the Selection Criteria in point-form or in a paragraph. Each response should be less than one A4 page in length or about 300 words. Typed and double-spaced responses are preferred but clear hand-written responses are also acceptable. It is important that you state clearly the ways in which you meet each of the Selection Criteria.

You should demonstrate that you have gained the relevant skills through education, previous experience in the workplace or through personal life experience. If you do not have specific experience you should show that you have the potential to master the skill and to perform the duties to the required standard.

You may wish to give examples of situations where you demonstrated the required skill or solved related problems. Your responses should clearly demonstrate that you are the best person for the position. When preparing each response you may like to list your experience under headings such as:

- ☞ Previous Experience
- ☞ Qualifications, Education and Training, Skills and Achievements
- ☞ Personal Qualities

Application

Your application is a written response to the selection criteria. As detailed above, it is important that you state how you meet the selection criteria and are able to contribute to the effective functioning of the position. Please note that applications submitted by e-mail will not be accepted.

The term '*ability*' generally is used in relation to a person's potential to handle certain aspects of the work. You may already possess the required skills through actual experience or readily transferable skills obtained in a similar position.

Where the term '*demonstrated*' is used, you must have successfully performed this activity or displayed this competence in the past.

Late Applications

Late applications may be considered at the discretion of the Selection Panel.

What is the Selection Panel?

One of the objectives of Mamu Health Service is to support the objectives of ensuring that appointments are based firmly on the principles of equity and merit.

Selection Panels should comprise of at least three (3) members. One member, in addition to chairing the Panel, should represent the profession or service in line with the advertised position. Further representation should be to ensure equity and impartiality of the process.

A Panel will undertake the selection process. Each Selection Panel will be convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way.

Collectively, the Panel will have an understanding of the vacancy and its role and will be responsible for the integrity of the final selection decision.

How Your Suitability will be Assessed

A number of separate selection techniques may be used to gather information in regard to your suitability so that a proper and thorough assessment is assured. These should include your application, interview and referee reports.

Short-listing

After the closing date the Selection Panel will evaluate all applications based on responses to Selection Criteria. The best will be short-listed and applicants will be invited for an interview.

Interview

A Selection Panel will interview each shortlisted applicant. Interview questions will be based on the Selection Criteria and highlight important aspects of the Position Description.

Each application will be assessed against the selection criteria to determine who will progress to the next stage of the interview. Applicants who satisfy the essential selection criteria and establish their suitability in regard to the other selection criteria will be interviewed. The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the Panel to gather further data for the assessment process.

The body of the interview will be structured so that each person interviewed will be asked the same series of questions based upon the Selection Criteria. It is not an opportunity for the Selection Panel to ask the applicant 'tricky' or obscure questions, but rather to assist you in presenting your case in the best manner possible.

Some positive interview behaviours are:

- ☞ to be straightforward and completely honest;
- ☞ to listen and ask for clarification where necessary;
- ☞ to clarify information presented in your application; and
- ☞ to be well prepared by anticipating the type of questions you might be asked, given they will be directly related to the selection criteria.

Try not to waffle or evade questions, exaggerate or interrupt Panel members.

Referee Reports

Your nominated referees will be asked their opinion regarding how they believe you have and can address the Selection Criteria for this particular position. The referees should confine their information to facts that are directly known to them, not second hand information. This information should address only the Selection Criteria. You need to consider carefully the persons you nominate as referees. Consider providing your referees with a copy of the Position Description so that they are prepared in providing relevant information to the Selection Panel.

Selection

The candidate who demonstrates the highest overall level of merit shall be recommended for appointment to the position.

Notification

You will be notified in writing of the outcome of your application. Once the appointment of the selected candidate has been approved, both the appointee and all unsuccessful applicants will be advised as soon as possible.

Upon Appointment

The successful candidate will be offered the position as soon as possible after a decision has been reached. Unsuccessful applicants will be notified within seven days of the final appointment. The successful applicant will be placed on a probationary period for a minimum of three (3) months to a maximum of twelve (12) months. During this time, probationary reports will be completed by your immediate supervisor. If your performance has been satisfactory after your probationary time, your appointment will be confirmed. You will be an employee of Mamu Health Service Limited.

Am I able to obtain feedback regarding my application after the Selection process is completed?

Yes. The Panel is obliged to provide, upon request, all information they have regarding your suitability to the position i.e., data from the interview, referees, Panel comments and decisions and reasons for that decision. This may include a comparative analysis in regard to the collective suitability of applicants shortlisted for an interview.

Address for Applications:

Send PRIVATE AND CONFIDENTIAL applications to:

The Chief Executive Officer
Mamu Health Service Limited
PO Box 1537
Innisfail Qld 4860

Please ensure your application reaches Mamu Health Service before *5:00pm* on the advertised closing date, **Monday 10th August 2015**.

You should NOT send the following:

- ✘ Your photograph
- ✘ Original documents
(Original and supporting documentation may be required at the interview)
- ✘ Folios and binders

You may have your application returned to you

Mamu Health Service recognises that you invest a great deal of time and effort in preparing your application. You may also make a significant financial investment, such as in the production of photocopied documents. This centre is very willing to return unsuccessful applications. Should you be unsuccessful and you would like to have your application returned to you, please make a specific request in your application and enclose a stamped self-addressed envelope.

We wish you every success in your application.

JOB APPLICATION FORM

Please print all information

Title of Position Advertised _____

Preferred Title _____ Family Name _____

Given Names (in full) _____

Address _____

Contact Phone Number _____ (W) _____ (H)

Mobile Phone _____

Referees:

We require two current Employer referees. (must be able to be contacted during business hours)

Name.....

Contact Number:.....

Relationship:.....

Name:.....

Contact Number:.....

Relationship:.....

Acknowledgement – Please complete this section – Do not detach from form

Thank you for your application for _____ . Mamu Health Service has received your application. The process of shortlisting applicants for an interview will commence after the closing date and you will be advised of the outcome in due course.

Applicant's Name _____

Address _____

_____ Postcode _____

CHECKLIST



Read the Position Description



In a separate document, address the Selection Criteria. Shortlisting of applicants for an interview and selection will be based on the selection criteria



Include a copy of an up-to-date Resume



Fill out the Application Form



Ensure your application reaches Mamu Health Service by 5:00pm of the Closing Date

Late applications may be accepted through the discretion of the Selection Panel. Due to confidentiality issues job applications submitted by e-mail will not be accepted.