



## ***Job Description and Duty Statement***

<b>Position Title</b>	Health Navigator Coordinator - <b>East Kimberley</b>
Organisation	Boab Health Services Pty Ltd
Status of employment	Full-Time to 30 June 2019 Continuation of contract subject to ongoing funding
Hours of employment	1.0 FTE (75 hours per fortnight)
Reports to	Allied Health Manager
Salary	\$74,578 – \$ 78,307 (1 FTE) Salary commensurate with skills and experience
Location	Kununurra

### **Entitlements**

- 6 weeks Annual Leave (pro-rata)
- Support with professional development
- Ability to Salary Package

### **About Boab Health**

Boab Health Services Pty Ltd is a not-for-profit primary health care organisation servicing the Kimberley region of Western Australia. Services include allied health, mental health, and the Integrated Team Care (ITC) program. Boab Health Services delivers these services from centres in Broome and Kununurra with outreach to the wider communities in the Kimberley. For further information about the services we provide visit our website [www.boabhealth.com.au](http://www.boabhealth.com.au)

### **Position Details: Health Navigator Coordinator**

The Health Navigator Coordinator (HNC) works across the acute and community sectors to support clients identified as having a chronic condition and 'willing to make change' aiming to prevent them from representing to Emergency Departments or admitted as a hospital inpatient.

The aims of the Health Navigator Coordinator position include:

- To work with the acute and community sectors to develop clear and effective referral pathways
- To ensure clients who are discharged from hospital are linked into appropriate services in the community
- To foster client engagement with General Practice or a GP as the primary carer
- To work within the community especially with remote clinics to ensure clients are supported and attending follow up care.
- To utilise the support principles from the Chronic Disease Support Program (Benchmark Group) with clients accessing services.

### Health Care Navigator activities may include:

- Meeting the client as inpatient and attend where possible the discharge planning meetings
- Linking clients in with Integrated Team Care (ITC) or other programs as appropriate
- Involving clients' family or carer as appropriate
- Ensuring full client documentation within MMex (our client management system)

- Supporting clients to link in with wellness and health promoting groups in their communities e.g. DESMOND, HEAL.
- Supporting clients to develop and achieve SMART health goals.

## **Job Description**

The Health Navigator Coordinator will work collaboratively with patients, general practitioners, clinic/practice staff and a broad range of other relevant services to facilitate provision of appropriate multidisciplinary care for clients/families living with a chronic condition. The Health Navigator Coordinator will play a key role in supporting clients to access quality chronic disease management services, including coordinating clients' access to services through General Practice and providing proactive chronic disease education in a way that meets clients' individual needs and will result in lower risks and improved health outcomes.

The role will have a particular focus on building and strengthening partnerships at local levels in identifying and addressing barriers to people accessing quality health care and comprehensive chronic disease management in the Kimberley. This will include a systems improvement approach whereby current referral pathways will be strengthened and stronger links are built between the acute and community sectors. This includes ensuring the client is supported appropriately by services within their community keeping them well and out of hospital.

The role will work with other members within the Integrated Team Care Team, with Boab's Allied and Mental Health Team members to identify clients receiving or requiring a multidisciplinary approach to manage their chronic disease. This will include ensuring adequate data entry to identify these clients and to follow their journey.

All staff members working at Boab Health are expected to conduct work activities consistent with relevant health and safety legislation and contemporary best practice. **New employees are expected to undertake a national police clearance check prior to employment and a working with children check for Western Australia.**

Staff members are to deliver programs with respect to the environment and in accordance with current practices for efficient resource utilization and waste management principles.

Staff members are to conduct all patient/consumer interventions, training and educational activities with respect to the culture and heritage of the individual, group or stakeholder.

## **Selection Criteria**

### *Essential:*

1. Nursing, Allied Health or Aboriginal Health Qualifications along with relevant AHPRA registration for appropriate professions.
2. Good understanding and knowledge of chronic disease self-management, including the contributing factors and preventative approaches.
3. Highly developed interpersonal and written skills, including demonstrated liaison and negotiation skills, including the ability to liaise effectively with General Practitioners, general practice staff and other health professionals.
4. Strong organisational skills and an ability to set priorities and plan and act to achieve desired outcomes within specified timeframes.
5. Understanding of the acute and community interface and supporting services commonly used for clients with a chronic disease.

6. Sound understanding and knowledge of general practice, primary health care, Aboriginal health issues and priorities in the Kimberley.
7. Demonstrated ability to follow defined service quality standards, workplace health and safety policies and procedures relating to the work being undertaken in order to ensure high quality safe services and workplaces.
8. Experience with data collection and electronic patient record systems.
9. Possession of a current qualification in the Chronic Disease Support Program (Benchmark Group – short course) or a preparedness to work towards the same.
10. Current WA drivers' Licence.

*Desirable*

- Experience in working with Aboriginal communities in the Kimberley.
- Previous experience in care coordination.

### ***Further Information***

For further information, please contact:

**Robyn Powell**

Allied Health Manager

Boab Health Services

[Robyn.Powell@boabhealth.com.au](mailto:Robyn.Powell@boabhealth.com.au)

Phone: 9192 7888

**TO APPLY:**

Please forward a letter of application addressing the **selection criteria** and a brief **resume** including at least **two referees** to [Chris.Phillips@boabhealth.com.au](mailto:Chris.Phillips@boabhealth.com.au) . Applicants should view the **“Guide for Applicants”** located on our website within “Positions Vacant” before commencing their applications.

Applications Close: **Close of business on the 26<sup>th</sup> of November 2018.**

***Boab Health is an Equal Opportunity Employer who values and encourages diversity within its workforce and ensures a smoke free environment for its staff.***