

Job Description and Duty Statement

Position Title	Care Coordinator
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 FTE (75 hours per fortnight)
Reports to	ITC team leader
Salary	\$74,578 – \$ 82,220 Commensurate with skills and experience
Location	Kununurra

Entitlements

- 6 weeks Annual Leave
- Generous 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 please visit our website www.boabhealth.com.au.

Position Details

The Care Coordinator will implement care coordination activities to assist Aboriginal clients with chronic disease as defined in the *Integrated Team Care Activity Implementation Guidelines 2018*.

The aims of the Integrated Team Care Activity are to:

- contribute to improving health outcomes for Aboriginal and Torres Strait Islander people with chronic health conditions through better access to coordinated and multidisciplinary care; and
- contribute to closing the gap in life expectancy by improved access to culturally appropriate mainstream primary care services (including but not limited to general practice, allied health and specialists) for Aboriginal and Torres Strait Islander people.

Care Coordination activities may include:

- Arranging required services in clients' care plan
- Ensuring transport is available for clients to get to appointments
- Involving clients' family or carer as appropriate
- Assisting clients to participate in regular reviews by primary health care providers

- Updating clients' medical records in MMEx
- Assisting patients to:
 - adhere to treatment regimes e.g. medication compliance
 - develop chronic condition self-management skills
 - connect with appropriate community based services
- Using the Supplementary Services Funding Pool to assist eligible patients to access specialist, allied health and other support services in line with their care plan, and specified medical aids they need to manage their condition effectively.

Care Coordinators 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 Aboriginal people with chronic disease and link in patients with the services they need. The Care Coordinator will play a key role in supporting Aboriginal clients to access quality chronic disease management services, including and 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 improved health outcomes.

The role will have a particular focus on building and strengthening partnerships at local levels and in identifying and addressing barriers to Aboriginal people accessing quality health care and comprehensive chronic disease management in the Kimberley.

The role will work with other members of the Integrated Team Care Team including other Care Coordinators, Aboriginal Outreach Workers and the Indigenous Health Project Officer to be actively involved with other stakeholders and the community to:

- Develop and implement strategies to improve access to mainstream primary health care for Aboriginal and Torres Strait Islander people living in the Kimberley;
- Establish and maintain links with other regional organisations providing services to Aboriginal people.

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 and a working with children check for Western Australia prior to employment.**

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.

Care Coordinators must operate in accordance with the treating GP's instructions.

Selection Criteria

Qualifications:

The Care Coordinator role requires clinical understanding of chronic disease and chronic disease management. The successful applicant should have a Nursing or Aboriginal and Torres Strait Islander health practitioner qualification, and be registered with AHPRA.

Essential:

- Experience in delivering chronic disease self-management training and information
- Highly developed interpersonal skills, including demonstrated liaison and negotiation skills.
- Strong organisational skills and an ability to set priorities and plan and act to achieve desired outcomes within specified timeframes.
- High level communication and presentation skills, including an ability to write reports
- Experience / Ability to liaise effectively with General Practitioners, general practice staff and other health professionals.
- Sound understanding and knowledge of general practice, primary health care, Aboriginal health issues and priorities in the Kimberley.
- Experience with data collection and electronic patient record systems
- Current WA drivers' Licence

Desirable

- Experience in working with Aboriginal communities in the Kimberley
- Demonstrated experience in working effectively with persons with chronic disease
- Previous experience in care coordination

Further Information

For further information, please contact:

Desarae Clements

Senior Care Coordinator

Boab Health Services Pty Ltd

PO Box 1548, Broome WA 6725

desarae.clements@boabhealth.com.au

(P) 08 9194 6827

or

Chris Phillips

HR Officer

Boab Health Services Pty Ltd

PO Box 1548, Broome WA 6725

chris.phillips@boabhealth.com.au

(P) 08 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. Applicants should view the "Guide for Applicants" located on our website on the Positions Vacant page before commencing their applications.

Applications Close: **Close of business, Monday 7th January 2019.** We reserve the right to close off this position before the cut-off date should we have a suitable pool of applicants.

Boab Health Services will not provide feedback to applicants who are not shortlisted.

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