

Job Description and Duty Statement

Position Title	Indigenous Health Project Officer (IHPO)
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 – To be confirmed
Salary	\$70,635 - \$78,307 Commensurate with skills and experience
Location	Broome based – some travel may be required

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, Youth Services and an Integrated Team Care 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

Position Details

The Integrated Team Care (ITC) program is funded by the WA Primary Health Alliance. The aims of the ITC program 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

Objectives of the ITC Program are to:

- Achieve better treatment and management of chronic conditions for Aboriginal and Torres Strait Islander people, through better access to the required services and better care coordination and provision of supplementary services;
- foster collaboration and support between the mainstream primary care and the Aboriginal and Torres Strait Islander health sectors;
- improve the capacity of mainstream primary care services to deliver culturally appropriate services to Aboriginal and Torres Strait Islander people;
- increase the uptake of Aboriginal and Torres Strait Islander specific Medicare Benefits Schedule (MBS) items, including Health Assessments for Aboriginal and Torres Strait Islander people and follow up items;
- support mainstream primary care services to encourage Aboriginal and Torres Strait Islander people to self-identify; and increase awareness and understanding of measures relevant to mainstream primary health care.

The ITC team comprises this position, 4 Care Coordinators and an Aboriginal Outreach Worker. The Indigenous Health Project Officer (IHPO) works collaboratively with all other members of the Boab Health Services ITC, Allied Health and Mental Health teams in order to achieve the best possible outcomes for ITC clients.

Job Description

Responsibilities of the IHPO include the following:

- Identify and address barriers faced by Aboriginal and Torres Strait Islander people when accessing mainstream primary health care services,
- Develop and implement strategies to improve access to mainstream primary health care for Indigenous Australians,
- Develop and disseminate resources for Aboriginal and Torres Strait Islander people about accessing services and managing chronic disease;
- Develop and implement strategies to increase uptake of Indigenous specific MBS items including Indigenous health checks and follow up items
- Develop and implement strategies to support mainstream primary care services to encourage Indigenous Australians to self-identify
- Develop and implement strategies to improve the capacity of general practice and other mainstream primary care providers to deliver culturally sensitive primary health care services to Indigenous Australians. Develop and implement strategies to improve the capacity of Boab Health Services to deliver culturally sensitive primary health care services. This includes
 - organising and promoting Cultural Awareness Training to Boab Health clinicians, with the support of the ITC team
 - assisting Boab Health's Reconciliation Action Plan (RAP) working group to develop, promote, implement and maintain the Reconciliation Action Plan (RAP) for Boab Health Services
- Advise staff on matters relating to effective community engagement, cultural awareness for clinicians and cultural safety for clients
- Collaborate with local Indigenous Health services in a partnership approach for the delivery of primary care services
- Deliver presentations on behalf of ITC team regarding ITC strategies and progress for example, at meetings, in reference groups and at conferences
- Be familiar with current ITC guidelines and assist with the development of the ITC team plan and
- Ensure all activities are recorded throughout the year in order to meet reporting requirements

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 if appropriate 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

- Demonstrated experience in health related project development and meeting program objectives
- Demonstrated experience, understanding and commitment to cultural safety and awareness
- Proven high level communication skills both written and oral, including high level public speaking skills
- Demonstrated experience working in an Aboriginal Health or Primary Health Care setting
- Demonstrated organisational skills
- An ability to work to timelines and possession of a strong work ethic
- Proven ability to work within a team environment
- Demonstrated ability to follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality safe services and workplaces
- Computer literacy in word processing, spreadsheets, database, and email software
- Proven ability to maintain ethical conduct and confidentiality
- Possession of a "C class" WA driver's licence, or equivalent transferable licence.

Highly Desirable

- Demonstrated understanding and experience in the primary health care system, including as it relates to the Kimberley, or other remote areas of Australia
- Knowledge and understanding of the Integrated Team Care (ITC) Activity

Further Information

For further information, please contact:

Chris Phillips

HR Officer

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or

Desarae Clements

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TO APPLY:

For further information and position description please access Boab's website at www.boabhealth.com.au and go to the "Positions Vacant" webpage.

Applications **must respond to the selection criteria** (located within the Job Description) and email this together with their **resume** and the names of a least **two referees** to:

chris.phillips@boabhealth.com.au

Applications close: Close of Business Monday the **7/01/19**. 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 Services is an Equal Opportunity Employer who values and encourages diversity within its workforce