

Job Description and Duty Statement

Position Title	Aboriginal & Torres Strait Islander Health Project Officer (ATSIHPO) (50D)
Organisation	Boab Health & Community Services Ltd.
Status of employment	Full time or Part time (0.6 to 1.0 FTE) Fixed term until 30 th June 2025 (with possible extension)
Hours of employment	1 FTE (75 hours per fortnight)
Reports to	Regional Manager
Salary	Pro-rata \$77,340 - \$90,024 p.a. Commensurate with skills and experience
Location	Broome or Kununurra based – some travel may be required

Entitlements

- 6 weeks Annual Leave (pro rata)
- District Allowance of \$5,200.00 p.a. (pro rata)
- Generous support with professional development
- Ability to Salary Package
- Relocation Allowance if appropriate

About Boab Health

Boab Health & Community Services Ltd (Boab Health Services) 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

Boab Health Services recognises Aboriginality as a genuine qualification for this position under 50D of the Equal Opportunity Act 1984 and to apply you must identify and be of Aboriginal or Torres Strait Islander descent.

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 Aboriginal and Torres Strait Islander Health Project Officer (ATSIHPO) 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 ATSIHPO 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 Cultural Safety Framework working group to develop, promote, implement and maintain the Cultural Safety Framework 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:

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