Job Description and Duty Statement

Position Title	**Aboriginal Liaison Officer (ALO)**
Organisation	Boab Health and Community Services Ltd
Hours of employment	Part Time 0.6 FTE (45hrs per fortnight) Continuation of contract subject to ongoing funding.
Reports to	Youth and Community Support Coordinator
Salary	Salary: $67,812 - $76,632 per year (1FTE) Salary - commensurate with skills and experience.
Location	Based in Wyndham

Entitlements:

- Six weeks annual leave (pro-rata),
- District allowance
- Utilities allowance
- Remote-area salary packaging options
- Professional development opportunities
- Work Life Balance

About Boab Health

Boab Health and Community Services Ltd is a not-for-profit primary health care organisation servicing the Kimberley region of Western Australia. Services include allied health, mental health, the Integrated Team Care initiative and a range of health promotion programs. 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 Aboriginal Liaison Worker (ALO) position will work closely with and support the Youth and Community Support Coordinator (YCSC) in the running of the ABLe Program in Wyndham. In this role you will provide support services to clients accessing the ABLe (A Better Life) Program. This program supports eligible income support recipients in Wyndham. ABLe services will support people (16 years to 65 years of age) with mental illness that may include drug and alcohol use disorders and/or gambling disorders. All members of the Mental Health Team work together to deliver outcomes consistent with the company's Strategic Plan, Business Plan, Annual Operational Plan in support of Boab as a Primary Health Care organisation.

Job Description

The ALO will undertake the following non-clinical tasks, under supervision:

- Community liaison: establish links with local Indigenous communities in conjunction with the YCSC to encourage uptake to and support of the ABLe Program ("the program") in Wyndham.
- Administration and support: assist the YCSC to identify and overcome barriers that may affect access to the program by Aboriginal and Torres Strait youth. Assist the programs' YCSC with organising events and administration as directed.
- Provide practical assistance to identified Aboriginal and Torres Strait people to access programs and associated partner appointments that help to support "the program". This may include advocacy, transport and support to access GPs appointments and other health services.

- Distribute information/resources to local Aboriginal and Torres Strait Islander community about the programs' services that are available in their community, and how they can access them.
- Documentation of Daily Activities: including numbers of clients seen, numbers of meetings attended, community contacts etc. as directed by the Mental Health Team Leader
- Adherence to the policies and procedures of Boab Health Services.
- Participation annual appraisals of staff performance and team planning days.
- Participation in relevant Professional development if needed.
- As necessary work with other members of the Boab Health team to support identified community members.
- Any reasonable additional duties in keeping with qualifications and capability as directed by the Mental Health Team Leader.

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, a Working with Children Check for Western Australia and to provide evidence of full COVID 19 vaccination status unless medically exempt.**

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. Aboriginal identity with a demonstrated connection to culture and community in the East Kimberley region.
2. Excellent communication and interpersonal skills, including a strong rapport with community members and an ability to establish and maintain appropriate networks.
3. Experience in working with or in Aboriginal Communities.
4. Ability to be self-motivated in a flexible team environment.
5. Demonstrated strong computing skills including good writing skills and ability to use computer-based software including MS Word and Outlook.
6. Some understanding of the common Aboriginal Health issues within the Kimberley and the available support services within the community.
7. A current "C" Class Drivers Licence and a willingness to travel within the region in keeping with work commitments.

For extra information contact:

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