



# Role Description

<b>Job Ad Reference</b>	Insert Job Ad Reference	<b>Classification</b>	HW007
<b>Role title</b>	Aboriginal and Torres Strait Islander Health Worker Coordinator	<b>Salary</b>	\$3,271.90 to \$3,435.00 per fortnight
<b>Status</b>	Permanent or Temporary (length of engagement)	<b>Closing date</b>	Insert closing date
<b>Unit/Branch</b>	Insert unit or branch name		
<b>Division/ Hospital and Health Service</b>	Children's Health Queensland Hospital and Health Service	<b>Contact Name</b>	Insert contact name
<b>Location</b>	Insert location	<b>Contact Number</b>	Insert contact number

## About Children's Health Queensland Hospital and Health Service

Children's Health Queensland Hospital and Health Service (CHQ HHS) is a recognised leader in paediatric healthcare, teaching and research. With a dedicated team of more than 4,500 people, our point of difference is in the way we provide care to children, young people and their families every day. This is through our steadfast commitment to providing patient and family-centred care at every level of our service and our continuous drive for service and operational excellence.

### Our Vision

Leading life-changing care for children and young people - for a healthier tomorrow.

### Our Purpose

To offer the best: safe, expert, accessible child and family-centred care for children and young people.

### Our Values

**Respect** – teamwork, listening, support - *We listen to others*

**Integrity** – trust, honesty, accountability - *We do the right thing*

**Care** – compassion, safety, excellence - *We look after each other*

**Imagination** – creativity, innovation, research - *We dream big*

For further information please visit the [CHQ HHS](#) website.

Insert specific department/service details here

## Your Opportunity

The Aboriginal and Torres Strait Islander Health Worker Coordinator (Maternal, Child and Youth Health) role functions within the multi-disciplinary team to promote and deliver efficient, effective, clinically relevant, culturally safe and appropriate patient outcomes in the specific area of Maternal, Child and Youth health in Women's/Family Business.

A Health Worker in this position works at a senior level and is responsible for the implementation, coordination management and evaluation of health programs and service delivery in one or more specialised programs or sub-programs. A Health Worker at this level is expected to work at an advanced level in a specialised program or subprogram with broad direction and minimal supervision. The position will exercise accountability and responsibility for programs under their control, and for the quality standards of work produced.

## Your Role and Responsibilities

You will fulfil the accountabilities of this role in accordance with the CHQ HHS core values and as outlined below.

- 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
- Be self-directed and show initiative under the guidance of the Team Leader and Aboriginal and Torres Strait Islander Health Worker Professional Lead
- Be highly organised and have a high level of attention to detail
- Undertake program management duties including:
  - developing operational program plans that build cultural capacity within the health system
  - identifying health indicators that contribute to key performance indicators
  - monitoring health programs
  - establishing evaluation process for health programs
  - managing resources for the delivery of a health care program, manage a cost centre, and coordinate and allocate resources
  - producing community profile report and health needs analyses, and establishing mechanisms for stakeholder feedback
- Work as part of the Aboriginal and Torres Strait Islander Maternal, Child and Youth team; maintain a case load within the scope of the Health Worker practice at 007. Undertake community care duties that may include:
  - networking with other agencies and create partnerships,
  - developing and implementing community development strategies cultivating community engagement and participation in relevant Aboriginal and Torres Strait Islander cultural activities with respect to local elders and communities
  - implementing health promotion strategies, prioritise work and review policies, procedures and strategies.
  - representing Hospital Health Service activities
  - providing mechanisms for community to advocate for the rights and needs of community members and program needs.
- Undertake care service provision, where necessary, for maternal, child and youth that are reflective of culturally competent and culturally safe clinical care.
- Provide cultural supervision to non-Aboriginal and Torres Strait Islander members of the team.
- Monitor occupational health and safety regulations and the rehabilitation of staff.
- Participate in quality improvement and research activities that support and promote evidence based practice (National Safety and Quality Standards) and participate and contribute at a team, care coordination meetings.
- Ability in computer and data reporting analytical skills and using electronic patient management systems.

- Sound understandings and practice of confidentiality, ethics, and duty of care in a primary care environment.
- Develop and monitor a case plans, discharge plans and prepare statistics and reports.
- Implement and maintain quality systems in line with Queensland Health Standards to ensure effective service delivery to clients.
- Exercise accountability, responsibility for quality and quality systems of work
- Actively participate in the Health Service professional development/performance processes relevant to your HHS.
- Contribute to Closing the Gap Key Performance Indicators as underpinned by the Queensland Health Making Tracks toward closing the gap in health outcomes for Indigenous Queenslanders by 2033.
- Actively participate in a working environment supporting quality human resources management practices including employment equity, anti-discrimination, work, health and safety, and ethical behaviour.
- Comply with and utilise contemporary human resource practices and policies including workforce health and safety, ethical behaviour, equal employment opportunity, anti-discrimination, and commitment to their implementation consistent with the mission, vision, values and strategic intent of Queensland Health.
- Develop a positive culture within **division** which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing.

## Position Reports To

- **Manager/Director/Executive Director, Branch/Unit, CHQ HHS**

## Qualifications/Professional Registration/Other Requirements

- Under s25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be Indigenous to the Aboriginal or Torres Strait Islander Community.
- Mandatory possession of a Diploma in Aboriginal and Torres Strait Islander Primary Health Care and proof of qualification. Certified copies of the required information must be provided to the appropriate supervisor/ manager, prior to commencement of duties.
- Recent work experience working in the field of Maternal, Child & Youth Health would be an advantage.
- Possession of a current First Aid & CPR.
- Experience and high level of knowledge of Microsoft Office Products will be highly regarded.
- Queensland Health has introduced a pre-engagement screening policy that is another step towards protecting patients, employees and the wider community.
- **Under this policy, this role has been assessed as requiring evidence of vaccination against the following vaccine preventable diseases**
  - (List only if appropriate, remove non-required)
  - **Measles, Mumps, Rubella, Varicella (Chicken Pox), Pertussis (Whooping Cough);**
  - **Hepatitis B;**
- **Prior to any offer of employment being made, you will need to provide evidence of vaccination or proof that you are not susceptible to these vaccine preventable diseases. (relevant to HHS)**

**(If not, indicate 'nil' or 'not applicable')**

- This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- This position may require the incumbent to travel or work from other facilities across the HHS when required.

## How will you be assessed?

You will be assessed on your ability to demonstrate the following key attributes against our [values](#). Within the context of the '**Your Role and Responsibilities**' described above, the ideal applicant will be able to demonstrate the following:

- Demonstrated ability to combine your lived experience of Aboriginal and Torres Strait Islander family kinship, culture, practices and protocols with maternal, child and youth health knowledge and understanding of historical practices to deliver culturally responsive services.
- Demonstrated knowledge of and ability to articulate Aboriginal and Torres Strait Islander cultures and their health needs, and the ability to develop strategies to address key health outcome areas.
- Knowledge and understanding of the policies, guidelines, key performance indicators and practice relevant to a specialised program area targeting Aboriginal and Torres Strait Islander peoples, including Making Tracks of Closing the Gap.
- Demonstrated ability to advocate for the rights and needs of community members and liaise with external stakeholders, including NGOs and other government organisations, utilising the demographics of Aboriginal and Torres Strait Islander younger population group and life expectancy gap.
- Ability to work autonomously and apply a high level of theoretical and applied knowledge in relation to program management.
- High level communication and problem-solving skills, with the ability to engage and negotiate with communities about program implementation and uptake.
- Ability to facilitate workshops and transfer knowledge of best practice in a specialist field to health workers.
- Demonstrated ability to initiate, plan and evaluate quality improvement activities, undertake professional development/performance processes relevant to your HHS under the guidance of a Line Manager and Aboriginal and Torres Strait Islander Health Worker Professional Lead.
- Demonstrated ability to work flexibly, prioritise, meet deadlines, independently and with initiative and autonomy and ability to advocate for individuals.
- A high knowledge of contemporary, human resource management issues both at the broad and specific level, with reference to workplace health and safety, employment equity and anti-discrimination.
- Previous experience in a management or coordinator position.

## Your Application

Please provide the following information for the Selection Panel to assess your suitability:

1. **A written response of no more than 2 pages** addressing your ability to meet the requirements of the role listed under 'How will you be assessed?' and within the context of the 'role and responsibilities'.
2. **Your current CV or resume**, including two referees that can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
3. **Application form** (only required if not applying online).

**(DO NOT REMOVE OR CHANGE INFORMATION BELOW THIS POINT)**

## Additional Information for Applicants

- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits please refer to the attached Applicant Information and Guide or visit the [Queensland Health](#) website.

- All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Pre-employment screening, including criminal history and disciplinary history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card.
- Employees who are permanently appointed to CHQ HHS may be required to undertake a period of probation appropriate to the appointment.
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at the [Public Service Commission Lobbyist Disclosure Policy](#)
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in [Section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
- Roles that interact face-to-face with patients; or the work location is in a clinical area such as a ward, emergency department or outpatient clinic; or frequently or regularly requires attendance in clinical areas require evidence of vaccination or proof that you are not susceptible to these vaccine preventable diseases:
  - Measles, mumps, rubella (MMR)
  - Varicella (chicken pox)
  - Pertussis (whooping cough)
  - Hepatitis B

**NOTE** that subsequent evidence must be provided of future vaccination in respect of pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook*.

- Travel may be a requirement.
- Applications will remain current for 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary, full time, part time).

ORGANISATIONAL CHART (TO UPDATE AS NECESSARY)