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Application package

Aboriginal Health Worker – Health Promotions

3 positions located in Coffs Harbour, Kempsey, and Port Macquarie

Closing Date is Monday, 11 March 2019

The Organisation

Galambila Aboriginal Corporation trading as Galambila Aboriginal Health Service is an Aboriginal Community Controlled Health Service located in Coffs Harbour, NSW. Galambila is a leading provider of high quality, culturally relevant, comprehensive primary health and related care services. Galambila serves the Aboriginal communities of Coffs Harbour, Urunga, Bellingen and Woolgoolga. These roles are part of our Ready Mob team. 'Ready Mob' (Really Evaluate and Decide Yourself, Make Ourselves Better) is our regional Tackling Indigenous Smoking team that covers the Mid North Coast. Ready Mob supports the Aboriginal and Torres Strait Islander people across the Mid North Coast region by sharing information, education and strategies in tackling Indigenous smoking. Ready Mob also provide health promotion at community events and in schools specifically with young people to educate around peer pressure, addiction and the benefits of not picking up smoking in the first place.

Important Information

An offer of employment will be until Friday, 28 June 2019. Galambila will be the employing agency for these positions. Galambila is an equal opportunity employer and all applications for vacancies are based on merit. Women and people with disabilities are encouraged to apply.

Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent. Applicants must be Australian citizens or permanent residents or have legal entitlement to work in Australia.

Galambila provides a smoke-free work environment and promotes a smoke-free culture for staff where they are encouraged and supported not to smoke. Ready Mob staff are considered role models in our communities and it is deemed important that the successful candidate identify as a non-smoker.

Salary

Galambila offers the following attractive salary package for the position of Aboriginal Health Worker – Tackling Indigenous Smoking:

- Commencement Salary negotiable dependent upon qualifications and experience
- Benefits include 11% superannuation, training and development, Employee Assistance program and salary sacrifice (to \$31,177)

How to apply

You can submit your application directly by email to HR@Galambila.org.au – alternatively please drop in your application to Galambila Aboriginal Health Service, Corner of Harbour Drive and Boambee St, Coffs Harbour.

To apply for this role candidates will need to provide:

1. Applicant Details form including identifying which location/s you would like to be considered for;
2. Updated Resume;
3. A cover letter addressing the selection criteria;
4. Confirmation that you are recognised as being of Aboriginal descent from the Aboriginal community.

For further information or inquiries please ring Jane on 02) 6652 0850

Applications must be received on or before 5pm Monday, 11 March 2019

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APPLICANT DETAILS

Position Applied for

Aboriginal Health Worker – Health Promotions

Preferred Location or Locations (if you would like to be considered for more than one)

Click here to enter text.

Name

Click here to enter text.

Do you identify and are recognised as Aboriginal or Torres Strait Islander?

Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal and Torres Strait Islander

No, I don't identify as either Aboriginal or Torres Strait Islander

Address

Click here to enter text.

Suburb, State and postcode

Click here to enter text.

Contact Number

Click here to enter text.

Alternative Contact Number

Click here to enter text.

Email address

Click here to enter text.

How did you hear about this vacancy?

Choose an item.

If other, please detail: Click here to enter text.

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Aboriginal Health Worker – Health Promotions (Aboriginal Identified Position)

Selection Criteria

Please note Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent.

Essential

1. Ability to deliver key messages to Youth and Aboriginal Community members in a variety of settings
2. Ability to work cooperatively in a small team environment and across a geographically dispersed team
3. Ability to communicate effectively including using technology
4. Ability to support and deliver successful community events including working with different community groups to achieve the same goals
5. Good verbal and written communication skills, confident public speaker, and the ability to facilitate group presentations

Desirable

1. Experience in providing primary health care to Aboriginal clients and / or community members.
2. Experience in health promotion and the delivery of health education strategies.
3. Experience working with sensitive and confidential information.

Licence

1. Current 'C' Class driver's licence is mandatory for this role.

Qualifications

There are no mandatory qualifications for this position, however, the successful applicants will need to complete a Certificate III, or Certificate IV in Aboriginal Primary Health Care during employment.

Existing qualifications that are highly regarded include:

- Certificate III or IV Community Services;
- Certificate IV Alcohol and Other Drugs

Employment Arrangements

This is a fixed term contract role with maximum employment until June 2019. An offer of employment is subject to a six (6) month probationary period. A review of performance will be conducted 3 months after commencing. All staff undertake Annual Performance Agreements and regular reviews. Your reporting lines may change from time to time at Galambila in accordance with operational requirements.

Travel will be required to occur between Port Macquarie and Coffs Harbour supporting all communities and activities with the team.

This role is advertised across 3 grades - level 1, 2 and 3. The appointment will be to the relevant level dependent on the successful candidate's qualifications. The successful candidate will be encouraged to undertake Certificate IV studies (supported in the workplace) in Aboriginal Primary Health Care. Appointment to level 3 can-not occur unless the successful applicant has completed a Certificate IV in Aboriginal Primary Health Care.

This appointment is subject to a satisfactory clearance for a police check and a clearance for working with Children undertaken by the Office of the Children's Guardian (NSW).



Position Description

Position:	Aboriginal Health Worker – Health Promotions
Location:	Coffs Harbour, Kempsey, Port Macquarie One position at each location
Pay structure:	Galambila AHS General Enterprise Agreement 2017
Classification	GL 1,2 or 3 depending on qualifications
Hours per week	38
Responsible to	Senior Aboriginal Health Worker – Smoking Cessation

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Our Purpose → Culturally appropriate care that ensures the best possible health and wellbeing outcomes for those on Gumbaynggirr, Dunghutti, and Birpai Lands

Our Vision → Greater choices for our mobs to improve health for all stages of life

Objectives

The Aboriginal Health Worker – Health Promotions will provide culturally relevant population health programs and primary health care services for patients and community members, including:

- Increasing community awareness of the benefits of not smoking and how to quit smoking
- Assisting/developing and implementing Aboriginal smoking cessation services so that more people are supported to quit
- Assisting/providing health information and education in relation to the prevention and treatment of chronic conditions and to assist people to quit smoking
- Assisting/developing and coordinating a range of health promotion activities and programs and social marketing to reduce the rates of Aboriginal people smoking in the Mid North Coast.

Role responsibilities

1. Assist in the delivery of smoking cessation and support programs and ensure the referral of clients to other health programs or allied health and community services as required.
2. Deliver publications, information and materials to facilitate health promotion activities.
3. Assist with the identification and needs of relevant client groups, and engage, consult and promote the benefits of intervention activities.
4. Assist with the promotion, development, implementation and evaluation of group sessions to support smoking cessation and provide education on the prevention and treatment of chronic conditions.

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5. Perform consultations with clients, including listening to their story, providing a basic assessment/ physical examination and consulting with more experienced clinical staff as necessary.
6. Work with health services and other relevant services to implement smoking cessation services and program models.
7. Promote teamwork, team cohesion and exemplify organisational values.
8. Undertake regular travel
9. Maintain accurate timely data and information on programs and services for program reporting purposes.
10. Promote and support smoke-free workplace strategies and exemplify non-smoking and quit smoking behaviors.

Workplace responsibilities

- Work collaboratively across three Aboriginal communities (Birpai, Dunghutti and Gumbaynggirr);
- Work as a team member, seeking support, guidance and direction as required;
- Attend meetings and undertake training as appropriate to the role of Aboriginal Health Worker – Health Promotions;
- Perform any other duties consistent with the terms of employments as may be directed or implied from time to time; and
- Participate in staff performance reviews.

Workplace Health and Safety responsibilities

- Follow defined WH&S and injury management policies and procedures;
- Take reasonable care for the safety of others in the workplace;
- Ensure organisational compliance with any requirements of the WH&S Act and other legislation with regard to health, safety and welfare in the workplace;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WH&S Act or other legislation;
- Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;
- Report all hazards or potential hazards;
- Be familiar with emergency evacuation procedures and participate in regular training in safety procedures; and
- Provide input into regular safety inspections for their department.

Child Protection Responsibilities

- Be familiar with and adhere to legislation in relation to Child Protection and comply with NSW Health Frontline Procedures for the Protection of Children and Young People; and
- Attend training in Child Protection as required.

Continuous Quality Improvement responsibilities

It is the responsibility of each staff member to be aware of the contents of the policy and procedures manuals and work within the principles contained therein.

Each staff members is expected to be committed to quality service and to participate in activities to enhance continuous quality improvements in the workplace.

Non Smoking Policy

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.



GALAMBILA PRIVACY AND CONFIDENTIALITY INFORMATION

One of the many rules to which staff must strictly adhere is the rule of professional secrecy and access to confidential information. All Galambila employees must observe a strict code of secrecy in any matters relating to work at Galambila and particularly in relation to information regarding clients/patients.

It is equally important that members of staff do not disclose any health information of clients/patients to any other staff member unless this information is necessary for the provision of care and is exchanged in the course of providing care.

Matters concerning the work of Galambila including information about clients/patients must never be discussed outside of Galambila and each member of staff has a moral and legal obligation to Galambila not to violate the trust placed in them in the handling of sensitive and confidential client and organisation information.

Staff recruited to Galambila are required to sign privacy and confidentiality agreements upon commencement of employment. Breaches of privacy and confidentiality are treated with the utmost seriousness and may result in disciplinary action up to and including termination of employment.

DOCUMENTARY IDENTIFICATION REQUIRED

Successful applicants are required to provide original identifying documentation as per the 100 point ID check for a Criminal Record Check. A current Working with Children Check Number is also required.

Identifying documents include:

Birth Certificate	70 points	Please bring one of these
Passport	70 points	
Driver's Licence	40 points	
Medicare Card	25 points	
Credit/Debit Card	25 points	
Utilities account (electricity)	25 points	

Note that it is the applicant's responsibility to ensure that documents produced equal 100 points or more when combined.

Applicants applying for Aboriginal designated positions must also provide a Confirmation of Aboriginality from an incorporated Aboriginal organisation.