



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

JOB DESCRIPTION FORM

POSITION IDENTIFICATION

Effective date of document	22/07/2020
Award	Level 1
Award Type	Admin Grade 5

Title: RHD Aboriginal Community Worker 0.5

Reports to: Population health Manager

Supervision of: Nil

Relationships – Internal

- Bidyadanga Clinic Manager – direct manager
- Bidyadanga Clinic staff, in particular the RHD portfolio holder
- KAMS Senior Managers – providing health promotion assistance when requested
- Bidyadanga Clinic staff- providing support and assistance when requested
- KAMS Population Health Teams – providing support and assistance when requested
- KAMS Staff - providing health promotion assistance when requested

Relationships – External

- Bidyadanga community center
- Nirrumbuk Environmental health services
- Kullarri
- Bidyadanga School
- Other organisations within Bidyadanga

Duty Statement

The END RHD Aboriginal Community Worker (ACW) will be employed to assist in the delivery of program key performance indicators outlined in the 2020-2021 Activity work plan. This includes assisting in the delivery of community engagement/health promotion activities specifically supporting Bidyadanga clinic staff in the prevention of Group A streptococcus (GAS), acute rheumatic fever (ARF) and rheumatic heart disease (RHD)

Engage community members and leaders seeking input into program delivery and priority community issues. Assist in the delivery of individual and group education sessions increasing community awareness regarding relationships between GAS/ARF/RHD. Work alongside clinical staff (more specifically clinic RHD portfolio holder) supporting community and clinic relationships to address GAS/ARF/RHD.

The ACW will engage community leaders and build supportive relationships with community members to address issues that may lead to GAS/ARF/RHD. Increase environmental health referrals coming out of clinic and support Environmental Health team members from Nirrumbuk with community engagement.



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Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.

Key Responsibilities

- Assist and support Bidyadanga Clinic staff and Nirrumbuk Environmental Health staff in the effective delivery of the Bidyadanga RHD activity work plan.
- Develop and strengthen working relationship with key community leaders to develop and implement localized health promotion campaigns regarding GAS/ARF and RHD.
- Assist and support program partners with the planning, development, implementation and evaluation of health promotion resources.
- Support the Graphic design team in delivering high quality RHD prevention health promotion material that is community specific.
- Ensure Health promotion material is delivered in line with budgets, timeframes and project constraints.
- Plan and deliver health promotion activities.
- Engage in relevant training, professional development and other learning activities as specified by the Population health Manager or the Graphics team
- Collect and maintain program information of r reporting purposes
- Develop and maintain effective relationships with key stakeholders
- Maintain a professional and courteous demeanor whilst providing an excellent level of program support.
- Adhere to KAMS Policies and Procedures

Selection Criteria

Essential:

- Demonstrated understanding of the Bidyadanga Aboriginal community
- Understanding and commitment to the delivery of programs in a manner consistent with the ACCHO Model of Care
- Ability to communicate effectively with local Aboriginal people
- Good computer skills including proficiency with Word, Excel and Outlook



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- Ability to manage time, set priorities and plan to achieve specific tasks and set objectives efficiently and effectively within set timeframe
- Ability to demonstrate initiative, take direction and accept responsibility
- Well presented, enthusiastic, positive attitude, strong work ethic and willingness to learn
- High level of integrity and the ability to maintain confidentiality
- Exceptional teamwork skills and ability to work with minimal/no supervision
- Current National Police Clearance or willingness to obtain one

Desirable:

- Previous experience in working in an Aboriginal Community Controlled Health Organisation
- Previous experience community engagement.
- Current "C" Class Driver's License
- Ability to travel to remote sites
- 4WD driving experience in the Kimberley region

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

KAMS CEO

Signature: _____ Date: ____/____/____

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name of employee: _____

Date Appointed: ____/____/____

Signature: _____ Date: ____/____/____



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About KAMS

www.kams.org.au

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.

Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).

The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.

KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.

The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMS's regional support includes:

- Population Health
- Social and Emotional Well Being
- Health Promotion
- Information Technology
- Pharmacy Support and Training
- Corporate and Financial Services
- Research
- Regional Renal Services
- Undergraduate and Postgraduate Medical Training

Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.