



Tobwabba Aboriginal Medical Service

Providing quality holistic healthcare for the people in the Worimi Nation

Casual Female Aboriginal Health Worker

Application Pack

Aboriginality is a genuine occupational qualification and is authorised under section 14(d) of the anti-discrimination Act

1. Applying for a position with Tobwabba AMS
2. About Tobwabba AMS
3. Position Description

Applying for a position with Tobwabba AMS

All positions at Tobwabba have a position description which sets out the general duties and responsibilities of the role. In addition to this, the position description sets out the essential and desirable qualifications and skills required to undertake the role. Essential qualifications and skills are those that you **must** have in order to be eligible for the role, and if you do not have them your application will not be progressed to interview stage. The desirable qualifications and skills are those which would assist you in being able to perform in the role, but you do not need to have them to apply.

When applying for a position at Tobwabba you must submit an application letter which addresses each of the criteria for qualifications and skills and you must outline, in your own words, how you meet each of them. A suggested way to do this clearly is to put each of the criteria as a heading and address each one individually.

It is also important that you provide a copy of your current resume which outlines your previous work experience and qualifications; your resume should also have at least 2 references who we can contact to verify your skills and abilities (your references will only be contacted if you have had an interview and we are planning on offering you the position)

Essential Qualifications and Skills for Female Aboriginal Health Worker

Cert III in Aboriginal Primary Health Care

Well-developed literacy skills.

Excellent communication skills.

Current NSW drivers' licence or commitment to attain an NSW Driver's licence.

Strong interpersonal and communication skills.

Effective time management and personal organisation skills.

Ability to work harmoniously with others.

Ability to work independently.

Aboriginality

ABOUT TOBWABBA AMS

Vision statement

TAMS Mission Statement:

Tobwabba Aboriginal Medical Service provides quality holistic healthcare for people in the Worimi Nation.

TAMS Vision Statement

Our vision is to provide the highest standard of client care whilst incorporating a holistic approach toward diagnosis and management of illness.

We are committed to promoting health, wellbeing and disease prevention to all clients. We do not discriminate in the provision of excellent care and aim to treat all clients with dignity and respect.

History and Background

Cabarita Clinic was an outreach service of the Biripi Aboriginal Medical Services (Biripi) and was initially operating from the back of the Forster Local Aboriginal Land Council. Cabarita Aboriginal Medical Service was first incorporated on 14 May 1999 and on 13 March 2002 the clinic name was officially changed to Tobwabba Medical Service Incorporated.

In the beginning of 1996 two half clinic days were operating at a Forster which provided a Doctor, Nurse and Aboriginal Health Worker and by the end of the year the clinic was operating 4 days a week. The clinic continued to grow, and in 1997 the Tobwabba Aboriginal community were consulted with the concept of encouraging an extra 30% of non-Indigenous people to come to the clinic to make the clinic more viable and generate more income, therefore, sustaining and assisting growth of the clinic and with this employing more team. The community agreed. The Doctor and nurse were paid through auspice funds by Biripi and Administration and other health roles were supplied through CDEP. The clinic stock and a car were provided through Biripi, utilising Cabarita AMS funds (now known as Tobwabba). The accommodation and power and at times a car was provided by Forster Local Aboriginal Land Council (FLALC). FLALC also gave a small budget of \$2,000 per annum to assist with one off purchases.

Tobwabba AMS invited Aunty Madge Bolt and Uncle Keith Leon, Worimi Elders, to officially open the new clinic on the 29 June 2005. The new clinic was very much needed, the infrastructure providing a standard that could accommodate growth of doctors, dentists, visiting specialists and allied services.

A reflection of a sound stable working environment is team retention. The same initial nurse, Steve Nye, the Aboriginal Health Worker, Tanya Simon and

Administration team, Leeann Simon and Anita Grothkopp still work at Tobwabba AMS. Similarly, Dr Gibbons who is currently practicing overseas continues to work here when she is residing in Australia.

Tobwabba AMS is an Accredited General Practice with the Australian General Practice Accreditation Limited and received its recognition on 29 January 2010 with a Practice Identification number 4920. This demonstrates that the service strives for continuous quality improvement in the provision of maintaining a professional clinic and service to Aboriginal community.

Tobwabba Aboriginal Medical Service aim for:

- Improvements in the health and well-being of the communities IN TAMS.
- Equitable, accessible and professional service that reflects changing social needs and trends.
- Service development to meet local needs in consultation with the community and stakeholders.
- Provision of clinical services and health education programs according to local needs and appropriate standards, guidelines and legislation.
- Formal links with all individuals, organisations and community groups who are relevant to the promotion and delivery of services by TAMS.
- Efficient and effective management of finances, assets and resources.
- Accountability to funding bodies, stakeholders, clients and communities it services
- Continual improvement in the skills, knowledge and experience of staff and directors to ensure a professional and appropriate standard of service delivery.
- Provide a dynamic, progressive service recognising the differing needs of individuals, communities and health team members that serve them.

Tobwabba Aboriginal Medical Service Contact Details

Tobwabba Aboriginal Medical service

Street address *68A Macintosh Street, Forster NSW 2428*

Postal address *PO Box 48, Forster NSW 2428*

In hours phone number *02 6555 6271*

Fax number *02 65556864*

Email address Tanya.Simon@tobwabba.org.au



Tobwabba Aboriginal Medical Service

Providing quality holistic healthcare for the people in the Worimi Nation

Position Description

Position	Causal Female Aboriginal Health Worker
Position Function	Provision of holistic primary care to patients/families attending clinics.
AWARD	Aboriginal Community Controlled Health Services Award 2010; Aboriginal Health Worker
Reports to	AHW Team Leader
Supervises	Community Health Team Manager
Location	Tobwabba Aboriginal Medical Service
Department	Primary Health Care
Hours Per Week	30 Hours per week Tuesday -Thursday 8.30am 5.00pm Friday 8.30am- 3.00pm
Key Responsibilities	<ul style="list-style-type: none"> ▪ Provided health assessments and screening ▪ Actively engage with clients and community to conduct opportunistic screening ▪ Provide clinical care and treatment after patient consultation with General Practitioner. ▪ Provide patient education where required ▪ Participate in recall planning and processes. ▪ Liaise with clients to coordinate their needs in relation to internal and external referrals. ▪ Under supervision, work within partnership with clinical team to facilitate the necessary recall planning and processes

- Liaise with and support clients to implement and/or facilitate care plan requirements and ongoing needs.
- Report care plan arrangements and ongoing needs to supervisor as required
- Participate in clinical outreach programs
- Actively engage clients and community to participate in programs conducive in optimising health and wellbeing.
- Maintain clinical areas by tidying and restocking resources after use.
- Work with Aboriginal Health Worker to complete action planning and reporting processes
- Provide monthly reports on performance indicators.

Information Systems

- Experienced and confident use of clinical computer system and associated programs
- Maintain clinical data entry requirements.

Community Relations

- Promotion of Tobwabba AMS services, programs and events.

Liaison and Administration

- Develop an appropriate rapport with clients, staff and others, demonstrating empathy and effective listening skills.
- Maintain and be accountable for the use of equipment required for daily activities, including office equipment, staff room equipment and clinic equipment.
- Ensure efficient and effective use of Tobwabba AMS resources.

- Be involved in ongoing accreditation and quality improvement processes.
- Represent and promote Tobwabba AMS in a positive manner to clients, community members both local and elsewhere, and other service providers.

Meetings

- Attend meetings as and when required including all staff and team meetings.

Training and Education

- Attend Cert III Aboriginal Primary Health Care
- Attend annual CPR lectures and relevant mandatory education presentations.
- Attend relevant orientation workshops as required.
- Participate in appropriate education to maintain and develop professional expertise, skill and knowledge.
- Attend ongoing training as required.
- Participate in the reporting and dissemination of information, resources obtained after training, conference attendances.

Mandatory Requirements

- Be aware of Tobwabba AMS complaints mechanism and administration procedures to undertake investigations as and when required.
- Work as a member of a team in order to achieve the objectives of Tobwabba AMS.
- Confidentiality is a mandatory requirement. Any breach of this requirement may result in instant dismissal.
- Compliance with all policies and procedures of Tobwabba AMS
- Read, accept and sign Code of Conduct for Tobwabba employees

	<ul style="list-style-type: none"> ▪ Satisfy mandatory Working with Children’s Check and Federal Police checks ▪ Advise CEO of any incidents which may jeopardise your criminal record ▪ Perform other duties as requested by the Practice Manager– Clinical Services <p>Workplace Health and Safety</p> <ul style="list-style-type: none"> ▪ Be familiar with the WH&S policies and procedures and be responsible for own safety and that of fellow employees, clients and visitors ▪ Apply WH&S guidelines and procedures. ▪ Identify and rectify safety hazards if within ability or authority. Alternatively report safety hazards in the workplace. ▪ Maintain a harassment, discrimination, violence and bullying free workplace. ▪ Consult with employers on WH&S matters.
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<p>Qualifications and skills</p> <p>Essential</p>	<ul style="list-style-type: none"> ▪ Cert III in Aboriginal Primary Health Care ▪ Experience working in an Aboriginal Organisation ▪ Facilitation of group work. ▪ Current NSW drivers’ licence or commitment to attain an NSW Driver’s licence. ▪ Strong interpersonal and communication skills. ▪ Effective time management and personal organisation skills. ▪ Ability to work harmoniously with others. ▪ Ability to work independently. ▪ Aboriginality.
<p>Desirable</p>	<ul style="list-style-type: none"> ▪ Experience in provision and coordination of health assessments ▪ Experience working in a primary health care setting. ▪ Experience working in an Aboriginal Organisation