



Position Title:	Trainee Aboriginal Health Practitioner (AHP)
Supervisor:	Clinic Manager / Clinic Team Leader
Classification	Aboriginal Health Practitioner Grade 1
Salary:	AHP 1.1 – 1.4 Base Salary: \$48,392 - \$51,354 Total Salary: \$53,966 - \$57,270 (Note: Total salary includes leave loading and superannuation)
Location	Various Clinic Locations
Date Reviewed	October 2019

SUMMARY OF POSITION:

The Trainee Aboriginal Health Practitioner (AHP) will undertake studies in Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) to attain the qualifications and skills necessary to become a qualified and registered Aboriginal Health Practitioner able to provide comprehensive primary health care services in a culturally safe and effective manner.

OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

PRIMARY RESPONSIBILITIES:

Strategic Imperatives

Awareness and understanding of DDHS strategic plan.

Contribute to the development and implementation of strategies designed to meet organisational objectives

Key Responsibilities

Study Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)

Gain clinical experience by working whilst maintaining studies within Danila Dilba Health Services' clinical programs to gain competencies, skills and knowledge to become a proficient practicing AHP.

Support services to be delivered in a culturally safe manner

Deliver primary health care services within scope of practice

Ensures services comply with agreed standards with CARPA manual, Women's Health manual, clinical procedures for remote and rural practice and Aboriginal Health Practitioners medication manual to inform practice.

Human Resources Management

Participate in cross-cultural education as well as assist and participate in staff induction and orientation.

Participate in work partnership agreements.

Participate in relevant training and professional development activities to further enhance skills and knowledge required for the position.

Communication and Teamwork

Maintain a positive work environment along with harmonious and cooperative relationships with fellow employees, management and clients.

Ensure all interactions with clients and staff show appropriate responses to their needs and demonstrate the application of DDHS' code of conduct.

Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours and providing assistance to team members as required.

Be responsible to maintaining your own professional work ethics and participate in staff meetings in a constructive manner.

Safe Practice and Environment

Conduct all activities in a manner consistent with DDHS Work, Health and Safety policy and procedures.

Proactively address WH&S hazards, incidents and injuries.

Regularly monitor and review practices and the work environment to ensure a healthy and safe workplace in accordance with DDHS policies and procedures and legislative requirements.

Comply with established DDHS clinical standards, policies and protocols including (but not limited to); cold chain management; infection control; and DD Medicines Guidelines.

Quality

Actively participate in DDHS' Continuous Quality Improvement (CQI) processes to ensure improved quality and service delivery outcomes

Implement and follow the DDHS incident and complaint investigation policies to ensure feedback drives service delivery improvements.

Information Management

Comply with DDHS Privacy and Confidentiality of Health Information Policy.

Ensure all documentation, records management and the health information system database are maintained and completed in accordance with established standards, policies and protocols to ensure continuity of care.

Organisational Responsibilities

Adhere to all organisational policies, procedures, standards and practices e.g. Work Partnership Agreement; information and records management; confidentiality

Act only in ways that advance DDHS objectives, values and reputation and with honesty, integrity and good faith

Other duties as required, consistent with skills and experience, as directed by the Supervisor.

SELECTION CRITERIA:**Essential:**

1. Enrolled or in the process of enrolling in Certificate IV in Aboriginal and/or Torres Strait Islander Health Care (practice);
2. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander Culture;
3. Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people;
4. Well-developed oral and written communication skills (equivalent to at least year 10) and negotiation skills;
5. Moderate computer skills with the ability to enter information into client files;
6. Ability to attend to clinical training and associated education for the time required to become a registered AHP;
7. Ability to take direction and work under supervision;
8. Willingness to work well within a multi-disciplinary team environment

Behavioural Competencies:

1. Adaptable and flexible;
2. Energy and initiative;
3. Stress tolerance;
4. Professional manner;
5. Self motivated and proactive;
6. Team oriented;

Appointment Factors: (Appointment is subject to)

1. A Criminal History Check;
2. Ability to obtain a Working with Children Clearance (Ochre Card);
3. Current First Aid and/or CPR certificate or the preparedness to gain one

Approved:**Rodger Williams****Deputy Chief Executive Officer**

Date: _____ / _____ / _____

Reviewed by:	Approved	Changes
Human Resources, October 2019	Deputy CEO, October 2019	Remuneration – EBA Primary responsibilities – updated wording across standard areas Approval Signatory
Clinic Team Leader, October 2017	Chief Operating Officer, October 2017	