

# CAAPS Aboriginal Corporation

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Health Worker</b>
<b>AREA</b>	<b>Berrimah, Northern Territory</b>
<b>REPORTS TO</b>	<b>Executive Manager Clinical Programs</b>
<b>DIRECT REPORTS</b>	<b>nil</b>

### Position Purpose

Provide support for CAAPS clients participating in treatment programs to manage their health and improve health related outcomes for themselves and their families through education, information and engagement with primary and allied health services. To also support staff in managing health related risk for current and incoming clients.

### Key Performance Indicators

- Provide individual support for clients to manage health related issues including disease prevention, wound management, chronic health, mental health and medication management.
- Provide support to the program staff to identify and manage client health related risks.
- Provide screening including developmental milestone checks, Drug screens and AOD dependence and withdrawal screens as required.
- Support a healthy work environment for CAAPS staff

### Collaboration and Communication

At CAAPS you will work alongside;

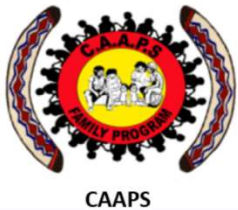
CAAPS Clinicians, Clinical Coordinators (AOD and Youth), AOD Workers, Youth Support Workers, Children's Worker, Transport Officer, and Strong Steps Counsellors sharing the common goal of achieving positive outcomes for clients physical and psychological wellbeing.

CAAPS clients have many external organisations involved in their case management that may include.

- Danila Dilba Health Service, Royal Darwin Hospital, Top End Mental Health, Darwin Dental and General Practitioner services.
- Primary or allied health services including services focused on improving social and emotional wellbeing of clients.

### Records Management Responsibilities

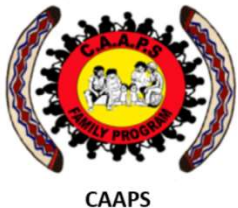
- Daily client health and medications handovers emailed to the CAAPS Teams
- Client information and health records up to date and entered on MIMASO
- Maintenance of Logiqc QMS system and reports as they relate to this position



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## Major Responsibilities

- To promote and facilitate client's self-management of health and wellbeing through assessment, screening, education, and information on a one on one or group basis.
- Display a strength based, client centred focused culturally appropriate and welcoming approach to clients.
- Assess, address and monitor client's medical/health risks whilst they are in the program.
- Assist with the development and delivery of program sessions based on disease prevention and management of chronic health issues specifically impacting Aboriginal and Torres Strait Islander people.
- Maintain an awareness of client's wellbeing, including participation in internal handover procedures, assisting with medication and facilitation of transport.
- Regularly liaise with other client service staff, ensuring a collaborative approach to the wellbeing of clients.
- Work positively as a member of a multidisciplinary team and participate in team meetings.
- Contribute to a safe working environment by identifying potential hazards and responding in accordance with CAAPS Policies and Procedures including workstation checklists for staff.
- Ensure all documentation, records and health information systems are maintained in accordance with established policy and legislative requirements to ensure continuity of client care.
- Remain up to date with the latest developments relevant to 'closing the gap' in health amongst Aboriginal and Torres Strait Islander peoples.
- Provide advice to senior management staff on changes or developments in health-related legislation and other good practice standards.
- Liaise with internal and external service providers, ensuring a collaborative approach to supporting clients to address health related issues and to benefit the organisation as a whole.
- Provide written reports to your line Manager in line with requirements as requested.
- Participate in quality assurance processes with a focus on continuous improvement, data collection, reviewing and monitoring.
- Participate in the development and delivery of professional development opportunities for staff.
- Participate in all relevant planned training programs when required and seek to improve performance by gaining new skills and knowledge.
- Willingness to maintain a drug-free lifestyle, a drug test will be conducted upon employment and also can be requested by Management at any time.
- Other related duties as required, and within the scope of this position



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## Key Selection Criteria

### Skills and Attributes

- Sets high goals and standards and strives to achieve them.
- Dedicated and careful; high level of accuracy and attention to detail
- Demonstrated ability to modify communication styles and techniques to meet client's needs
- Good written communication, competent administrative and documentation skills.
- Multilingual ability is an advantage
- Demonstrated ability to work positively both as part of a multidisciplinary team and independently.
- Ability to adhere to legislative requirements as they relate to this role in particular medication management.
- Contributes to a safe working environment by identifying potential hazards and responding in accordance with CAAPS Policies and Procedures.
- Ability to contribute to continuous improvement processes and accreditation standards
- Up to date with current best practice and provide health information and support to clients
- Ability to manage personal and confidential information within legislated record keeping standards
- Willingness to maintain a drug free lifestyle, a drug test will be conducted upon employment and at random intervals as requested by Management at any time.

### Knowledge

- Sound knowledge of medication management and requirements for record keeping and storage of S8 substances
- Sound knowledge of the current issues impacting Aboriginal and Torres Strait Islander peoples
- Demonstrated understanding of current issues impacting the delivery of health services to individuals and families affected by substance use and trauma.
- A sound knowledge of current local and national issues related to health promotion, chronic disease prevention and management.

### Qualifications

- Qualifications at a minimum in Aboriginal and Torres Strait Islander Health Care of Cert IV.
- Current AHPRA registration
- Current First Aid Certificate
- Current NT Driver's License (minimum C Class)
- Current National Criminal History Check
- Current Ochre Card (Category E)

### Experience required

- Extensive experience working with people with substance use issues including provision of health-related services.
- Experience in effectively delivering clinical services to Aboriginal and/or Torres Strait Islander people.
- Demonstrated computer skills including MS Suite, email, data collection/input and record



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management skills.

I hereby acknowledge that I have read and understood my responsibilities outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Approved by:        **JILLIAN SMITH CEO**