

# Role description

## Cairns and Hinterland Hospital and Health Service

### Role details

<b>Job ad reference</b>	CAH354291	<b>Classification</b>	OO3
<b>Role title</b>	Indigenous Support Worker	<b>Contact name</b>	Joanne Darker
<b>Status (temp/perm)</b>	Temporary Part Time for 12 months with possibility of extension, 38 hrs p.f.	<b>Contact number</b>	07 4226 4405
<b>Unit/Branch</b>	Commonwealth Home Support Program	<b>Closing date</b>	Friday, 23 October 2020
<b>Directorate/ Hospital and Health Service</b>	Integrated Medicine, Emergency, Child and Youth Services Cairns and Hinterland Hospital and Health Service	<b>Salary</b>	\$29.06 - \$30.36 per hour <i>(plus superannuation and leave loading benefits)</i>
<b>Location</b>	Cairns		

### Queensland Health's vision

*By 2026 Queenslanders will be among the healthiest people in the world.*

### Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

### Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: <https://qheps.health.qld.gov.au/cairns/strategic-plan-2018-2022>

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service [www.health.qld.gov.au/cairns\\_hinterland](http://www.health.qld.gov.au/cairns_hinterland)



## Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



### COMPASSION

*At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.*



### ACCOUNTABILITY

*At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.*



### RESPECT

*At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.*



### INTEGRITY

*At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.*

## Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

# Commonwealth Home Support Programme

The Commonwealth Home Support Programme (CSHP) is a multi-disciplinary health care team. Our goal is to identify and assist the frail older person, who is at risk of early or premature admission into an acute or long-term health facility, to remain living safely and independently in their own home for longer.

## Your opportunity

The purpose of the Indigenous Support Worker (ISW) role is to support clinicians in the delivery of high standard, consumer focused, cross cultural, centralised, community based Commonwealth Home Support Programme (CHSP) services at an advanced level within the Cairns and Hinterland Hospital Health Service (CHHHS) CHSP service delivery boundaries including the Yarrabah Community.

## Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- The service operates using a collaborative practice model. Collaborative practice incorporates the dual notions of collaboration and delegation. The defining characteristics of the collaborative practice relationships are:
  - Mutual respect and acknowledgment of each professional role, scope of practice and unique contribution to help promote supported outcomes
  - Clearly stated protocols and guidelines for clinical decision making which are supported by legislation, the health facility and the health organisation.
- Effectively communicate at all levels across the multi-disciplinary, multi service team to achieve efficient CHSP service provision including service promotion / education activities and to promote effective team functioning.
- Undertake quality improvement and evidence-based practice activities including active participation in data collection requirements for CHSP, to ensure the provision of quality, cost-effective care
- Apply contemporary human resource management principles to ensure that the service working environment meets legislative standards and Queensland Health policy.

## Mandatory qualifications/Professional registration/Other requirements

- This role is designated as Indigenous Identified. Under s.25 of the *Anti-Discrimination Act 1991 (Qld)*, it is a genuine occupational requirement for the incumbent to be an Aboriginal and/or Torres Strait Islander person. To allow the panel to confirm that you are eligible to be considered for this Indigenous Identified role, the panel may either:
  - accept your written assertion that you are of Aboriginal and/or Torres Strait Islander descent; or
  - obtain from you, as part of your formal application, documentary evidence attesting to your Aboriginal and/or Torres Strait Islander descent. Full details and a Statutory Declaration is available here: <https://www.forgov.qld.gov.au/documents/guideline/evidence-attribute-aboriginal-andor-torres-strait-islander-identified-roles>
- Possession of a current first aid certificate, or commitment to undertake upon commencement of duties is considered essential to the role.

- This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland). Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.*
- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
  - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>

## How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Ability to deliver culturally appropriate, client focussed CHSP services at an advanced level, in a community environment working within a collaborative practice model of care.
- Ability to provide leadership to visiting professionals on the delivery of care in a culturally appropriate manner.
- Ability to apply well developed interpersonal and communication skills within a multi-disciplinary, multi service environment, including negotiation, consultation and conflict resolution.
- Knowledge of or ability to gain knowledge of the current CHSP Programme Manual/Guidelines.
- Knowledge of quality improvement processes and activities.
- Knowledge of contemporary Human Resource Management issues at both the broad and specific level, with particular reference to workplace Health and Safety, Equal Employment Opportunity and Anti-discrimination.

## Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.

## How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- To do this, access the 'apply online' facility on the SmartJobs and careers website.
- Online applications have special requirements:
- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government SmartJobs and Careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au);
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications;
- By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to SmartJobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the SmartJobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.
- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you require any other assistance, please contact Recruitment Services on 07 4226 3700.

## Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles'. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you

must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

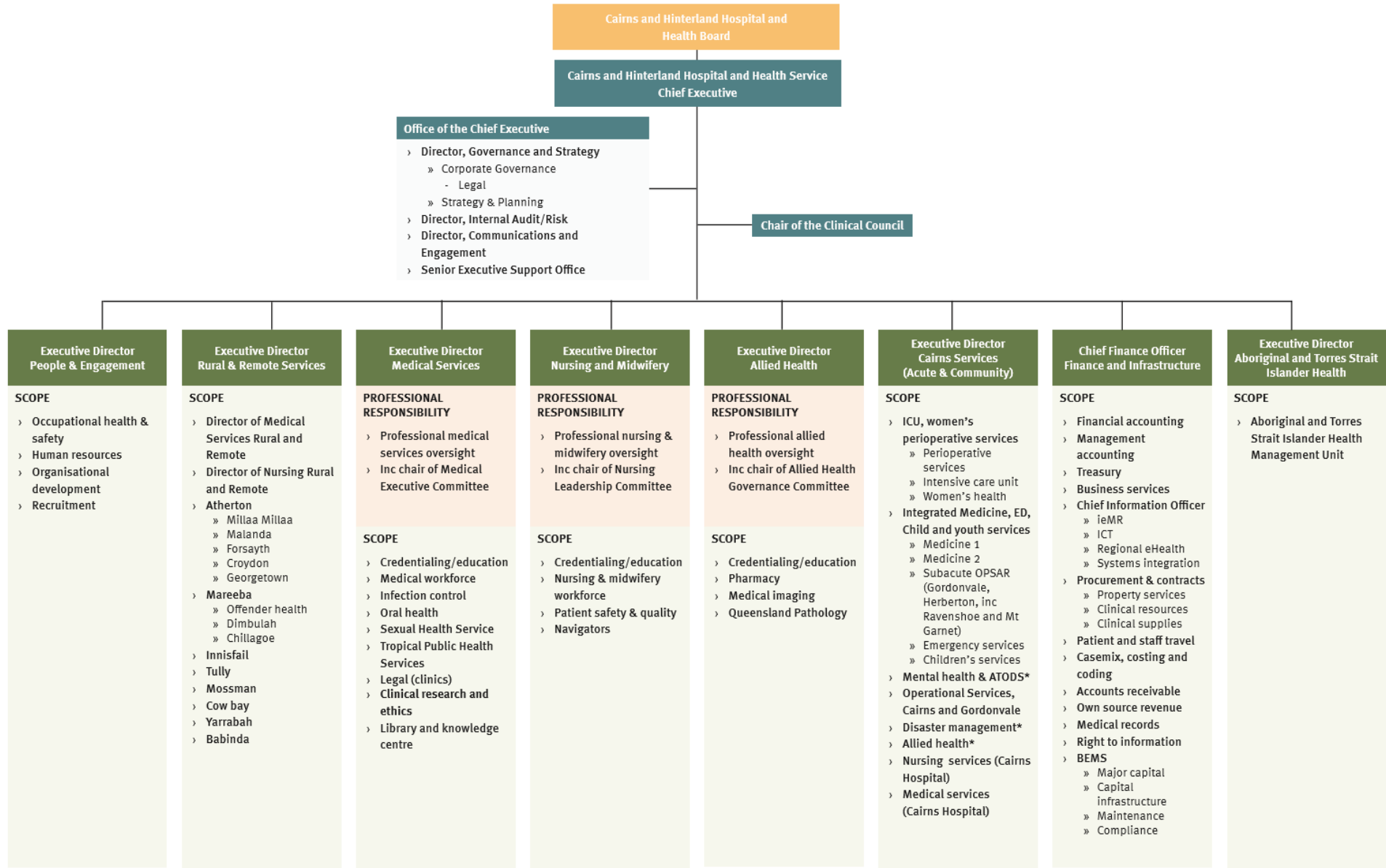
You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).

# Organisational Chart



\* HHS Wide