



Aboriginal and Torres Strait Islander Talent Pool

The CHQ Aboriginal and Torres Strait Islander Talent Pool aims to increase the employment opportunities and workforce representation, valuing the unique perspectives, skills, and experiences of Aboriginal and Torres Strait Islander peoples.

Role Description – Aboriginal and Torres Strait Islander Health Worker Coordinator (HW7)

Job Ad Reference	H23CHQ513140	Classification	HW7
Role title	Aboriginal and Torres Strait Islander Health Worker Coordinator – <i>Identified</i>	Salary	\$49.87 – \$52.35 per hour (temporary) \$61.34 – \$64.39 per hour (casual)
Status	Temporary full time Temporary part time Casual	Closing date	Ongoing
Unit/Branch	Children's Health Queensland Hospital and Health Service		
Division/ Hospital and Health Service	Children's Health Queensland Hospital and Health Service	Contact Name	CHQ Footprints Program
Location	Brisbane	Contact Number	CHQ_footprints@health.qld.gov.au

Under s105 of the Anti-Discrimination Act 1991, equal opportunity measure exemption states a person may do an act to promote equal opportunity for a group of people with an attribute (such as race) if the purpose of the act is not inconsistent with the Anti-Discrimination Act 1991.

About Children's Health Queensland Hospital and Health Service

Children's Health Queensland Hospital and Health Service (CHQ HHS) is a recognised leader in paediatric healthcare, teaching and research. With a dedicated Interprofessional team of more than 4,500 people, our point of difference is in the way we provide comprehensive care to children, young people and their families every day. This is through our steadfast commitment to providing person-centred care at every level of our service and our continuous drive for service and operational excellence.

Our Vision

Leading life-changing care for children and young people - for a healthier tomorrow.

Our Purpose

To improve the health and wellbeing of children and young people through world-class care, research, advocacy and leadership.

Our Values

Respect – teamwork, listening, support - *We listen to others*

Integrity – trust, honesty, accountability - *We do the right thing*

Care – compassion, safety, excellence - *We look after each other*

Imagination – creativity, innovation, research - *We dream big*

For further information please visit the [CHQ HHS](#) website.

Your Opportunity

The Aboriginal and Torres Strait Islander Health Worker Coordinator role functions within a multi-disciplinary team to promote and deliver efficient, effective, clinically relevant, culturally safe and appropriate patient outcomes.

This position works at a senior level and is responsible for the implementation, coordination management and evaluation of health programs and service delivery in one or more specialised programs or sub-programs.

An Aboriginal and Torres Strait Islander Health Worker Coordinator at this level is expected to work at an advanced level in a specialised program or subprogram with broad direction and minimal supervision. The position will exercise accountability and responsibility for programs under their control, and for the quality standards of work produced.

Your Role and Responsibilities

You will fulfil the accountabilities of this role in accordance with the CHQ HHS core values and as outlined below.

- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces
- Be self-directed and show initiative under the guidance of the Team Leader and or Aboriginal and Torres Strait Islander Health Worker Professional Lead
- Be highly organised and have a high level of attention to detail
- Undertake program management duties including:
 - developing operational program plans that build cultural capacity within the health system
 - identifying health indicators that contribute to key performance indicators
 - monitoring health programs
 - establishing evaluation process for health programs
 - managing resources for the delivery of a health care program, manage a cost centre, and coordinate and allocate resources
 - producing community profile report and health needs analyses, and establishing mechanisms for stakeholder feedback
- Work as part of the team; maintain a case load within the scope of the Health Worker practice at 007. Undertake community care duties that may include:
 - networking with other agencies and create partnerships,
 - developing and implementing community development strategies cultivating community engagement and participation in relevant Aboriginal and Torres Strait Islander cultural activities with respect to local elders and communities
 - implementing health promotion strategies, prioritise work and review policies, procedures and strategies.
 - representing Hospital Health Service activities
 - providing mechanisms for community to advocate for the rights and needs of community members and program needs.
- Undertake care service provision, where necessary, that are reflective of culturally competent and culturally safe clinical care.
- Provide cultural supervision to non-Aboriginal and Torres Strait Islander members of the team.
- Monitor occupational health and safety regulations and the rehabilitation of staff.

- Participate in quality improvement and research activities that support and promote evidence-based practice (National Safety and Quality Standards) and participate and contribute at a team, care coordination meetings.
- Ability in computer and data reporting analytical skills and using electronic patient management systems.
- Sound understandings and practice of confidentiality, ethics, and duty of care in a primary care environment.
- Develop and monitor case plans, discharge plans and prepare statistics and reports.
- Implement and maintain quality systems in line with Queensland Health Standards to ensure effective service delivery to clients.
- Exercise accountability, responsibility for quality and quality systems of work
- Actively participate in the Health Service professional development/performance processes relevant to your HHS.
- Commitment and contribution to Aboriginal and Torres Strait Islander health equity reform, to Close the Gap by 2033, as underpinned by the CHQ Aboriginal and Torres Strait Islander Health Equity Strategy 2022 – 2025.
- Actively participate in a working environment supporting quality human resources management practices including employment equity, anti-discrimination, work, health and safety, and ethical behaviour.
- Comply with and utilise contemporary human resource practices and policies including workforce health and safety, ethical behaviour, equal employment opportunity, anti-discrimination, and commitment to their implementation consistent with the mission, vision, values and strategic intent of Queensland Health.
- Develop a positive culture within CHQ which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing.

Position Reports To

- Nurse Unit Manager for operational and professional issues.
- Clinical Nurse Consultant for clinical and professional practice issues.

Qualifications/Professional Registration/Other Requirements

- For this position, it is a genuine occupational requirement that it be filled by an Aboriginal person, or a Torres Strait Islander person as set out in Section 7 of the Anti-Discrimination Act 1991 for the purposes contained in Section 25 of that Act.
- Mandatory possession of a Diploma in Aboriginal and Torres Strait Islander Primary Health Care and proof of qualification. Certified copies of the required information must be provided to the appropriate supervisor/ manager, prior to commencement of duties.
- Possession of a current First Aid & CPR.
- Experience and high level of knowledge of Microsoft Office software will be highly regarded.
- Queensland Health has introduced a pre-engagement screening policy that is another step towards protecting patients, employees and the wider community.
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.

- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B
 - tuberculosis
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against COVID-19 ([Health Employment Directive No. 12/21](#) and [Queensland Health Human Resources Policy B70](#)).
- Prior to any offer of employment being made, you will need to provide evidence of vaccination or proof that you are not susceptible to these vaccine preventable diseases. (relevant to HHS)

(If not, indicate 'nil' or 'not applicable')

- 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.
- This position may require the incumbent to travel or work from other facilities across the HHS when required.

Mandatory Requirements

For this position, it is a genuine occupational requirement that it be filled by an Aboriginal person or a Torres Strait Islander person as set out in Section 7 of the Anti-Discrimination Act 1991 for the purposes contained in Section 25 of that Act.

An applicant must:

- be of Aboriginal Australian and/or Torres Strait Islander descent; and identify as an Aboriginal Australian and/or Torres Strait Islander and be accepted as an Aboriginal and/or Torres Strait Islander in the community in which they live or have lived. To allow the panel to confirm that you are eligible to be considered for this 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):
<https://www.forgov.qld.gov.au/documents/guideline/evidence-attribute-aboriginal-andor-torres-strait-islander-identified-roles>

How will you be assessed?

You will be assessed on your ability to demonstrate the following key attributes against our [values](#). Within the context of the **'Your Role and Responsibilities'** described above, the ideal applicant will be able to demonstrate the following:

- Demonstrated ability to combine your lived experience of Aboriginal and Torres Strait Islander family kinship, culture, practices and protocols with child and youth health knowledge and understanding of historical practices to deliver culturally responsive services.
- Demonstrated knowledge of and ability to articulate Aboriginal and Torres Strait Islander cultures and their health needs, and the ability to develop strategies to address key health outcome areas.
- Knowledge and understanding of the policies, guidelines, key performance indicators and practice relevant to a specialised program area targeting Aboriginal and Torres Strait Islander peoples, including the CHQ Aboriginal and Torres Strait Islander Health Equity Strategy 2022 – 2025.
- Demonstrated ability to advocate for the rights and needs of patients and liaise with external stakeholders, including NGOs and other government organisations, utilising the demographics of Aboriginal and Torres Strait Islander younger population group and life expectancy gap.
- Ability to work autonomously and apply a high level of theoretical and applied knowledge in relation to program management.
- High level communication and problem-solving skills, with the ability to engage and negotiate with communities about program implementation and uptake.
- Ability to facilitate workshops and transfer knowledge of best practice in a specialist field to health workers.
- Demonstrated ability to initiate, plan and evaluate quality improvement activities, undertake professional development/performance processes relevant to your HHS under the guidance of a Line Manager and Aboriginal and Torres Strait Islander Health Worker Professional Lead.
- Demonstrated ability to work flexibly, prioritise, meet deadlines, independently and with initiative and autonomy and ability to advocate for individuals.
- A high knowledge of contemporary, human resource management issues both at the broad and specific level, with reference to workplace health and safety, employment equity and anti-discrimination.
- Previous experience in a management or coordinator position.

Your Application

Please provide the following information for the Selection Panel to assess your suitability:

1. **A written response of no more than 2 pages** addressing your ability to meet the requirements of the role listed under 'How will you be assessed?' and within the context of the 'role and responsibilities'.
2. **Your current CV or resume**, including two referees that can attest to your performance and conduct in the workplace. 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. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

Additional Information for Applicants

- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits please refer to the attached Applicant Information and Guide or visit the [Queensland Health website](#).
- All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Pre-employment screening, including criminal history and disciplinary 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.
- Employees who are permanently appointed to CHQ HHS may be required to undertake a period of probation appropriate to the appointment.
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at the [Public Service Commission Lobbyist Disclosure Policy](#)
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in [Section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
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 - hepatitis B
 - tuberculosis
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against COVID-19 ([Health Employment Directive No. 12/21](#) and [Queensland Health Human Resources Policy B70](#)).

NOTE that subsequent evidence must be provided of future vaccination in respect of pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook*.

- Travel may be a requirement.
- Applications will remain current for 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary, full time, part time).