

POSITION DESCRIPTION

Position Title:	Aboriginal Health Practitioner & Team Lead
Business Unit/Department:	Custodial Health
Division:	Western Health at Home
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification:	Community Development Worker - Class 3
Reports To:	Manager, Aboriginal Health Policy & Planning
Direct Reports:	Aboriginal Health Liaison Officers
Date Prepared/Updated:	28 th January 2025

Position Purpose

The Aboriginal Health Practitioner & Team Lead (AHP/TL) will provide an important role as a team leader to the Aboriginal Health Liaison Officers (AHLOs) based at the Dame Phyllis Frost Centre (DPFC) and conduct Aboriginal Health checks for First Nations women in incarceration. The AHP/TL is responsible for setting and maintaining professional standards for the Aboriginal Health workforce.

The AHP/TL will report to the Manager, Aboriginal Health Policy and Planning. In addition, they will be a key member of the Western Health's Custodial Health program based at the DPFC. They will be required to work closely with local stakeholders to coordinate best care for people in custody at DPFC who identify with First Nations communities. The model of care commences from point of reception to DPFC, whilst in custody through planning for release from prison.

The AHP/TL has an import role to establish and maintain a key working relationship with the Service Manager and Operations Manager within Custodial Health team.

The AHP/TL is required to participate in an on-call roster to provide telephone and/or face-to-face support to patients of Western Health including all hospital sites and the DPFC.

The AHP/TL will be required to travel between Western Health sites.

Business Unit Overview

Aboriginal Health sits within Western Health's Nursing and Midwifery division, The Aboriginal Health Leadership Team consists of the Manager of Aboriginal Health, Policy and Planning and the Aboriginal Health Liaison Team Leader and the Aboriginal Health Practitioner & Team lead.

Aboriginal Health encompasses our Hospital Based Team (Wilim Berrbang), Koori Maternity Service which also forms part of the Galinjera Caseload Midwifery program for Aboriginal and Torres Strait Islander Families., AHLOs, Custodial Health and Aboriginal Mental Health Liaison Officer role.

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The Aboriginal Health Leadership Team also provides support to our Aboriginal community-based services including Babaneek Booboop, Integrated Team Care Nursing and the Aboriginal Social and Emotional Wellbeing worker.

The Team are responsible with Western Health for delivery of the Cultural Safety Plan (the Plan)

Dame Phyllis Frost Centre (DPFC) is a correctional facility for women located in Ravenhall in Melbourne's west. DPFC is operated by Corrections Victoria and provides maximum, medium and minimum-security accommodation for women on remand and those currently serving sentences. At present, the prison can accommodate 572 women, this includes a 20-bed specialist mental health inpatient facility operated by Forensicare.

Western Health is responsible for the provision of primary healthcare to women throughout their prison stay at DPFC, this can include:

- Primary Care e.g. General Practitioner, Women's Health
- Primary mental healthcare
- Population health
- Dental services
- Advanced care planning
- Medication management
- Diagnostic services – radiology and pathology
- Allied health services
- Alcohol & Other Drug Health Programs
- Medical aids and equipment
- Access to specialist services in the community

The quality and standard of health care provided to patients is the equivalent standard to that provided in the community, through the public health system. Western Health's multidisciplinary workforce will work alongside service providers to provide holistic and interconnected health service delivery for patients at DPFC, including a tailored health response for priority cohorts.

Key Responsibilities

- Manage and lead a small team, overseeing the day-to-day Aboriginal Health workforce functions keeping within the standards, budgets and time frames expected.
- Perform comprehensive Aboriginal Health Check assessments and demonstrate skill in the identification of health care gaps, clinical interventions within the specified scope of practice and in collaboration with other members of the Western Health healthcare team based at DPFC.
- Demonstrate a commitment to the Charter of Healthcare Rights, Western Health Values, and Western Health Best Care Framework
- The AHP/TL is responsible for setting and maintaining professional standards for the Aboriginal Health workforce.
- Leadership role in the Aboriginal Health check process from health check offers, bookings, performing checks and Planning interventions and support within the specified scope of practice and in collaboration with other members of the Western Health healthcare team based at DPFC.
- Ensure accurate tracking of the status of Aboriginal Health checks and health check offers.
- Work proactively and collaboratively with Custodial Health leadership in developing culturally safe models of practice within DPFC for First Nations people in custody. This is inclusive of the reception and discharge planning functions along with responding to medical emergencies.
- The AHP/TL will establish and maintain a key working relationship with the Service Manager and Operations Manager within Custodial Health team.
- Develop and maintain a collaborative relationship with Corrections Victoria staff, including Aboriginal Welfare Officers in order to ensure Best Care is supported in the Custodial Environment;
- A leadership role in identifying cultural safety risks and planning strategies to address the risks.
- Stakeholder engagement with external and internal stakeholders to implement key deliverables within the Plan.

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- Coordinate, plan, manage and evaluate program priorities to implements actions within the Plan at DPFC.
- Assist with the management of all phases of the Plan including schedules, deliverables and auditability.
- The Team Leader will support cultural safety training including delivery and planning within Western Health’s framework for training.
- Develop and maintain working relationships with relevant community organisations and stakeholders.
- Support health service staff to provide quality and culturally appropriate health care and services to Aboriginal and Torres Strait Islander patients.
- Support strategies to Close the Health Gap for Aboriginal patients.
- Work collaboratively with Custodial Health staff, including the Data Administration Clerk to ensure the collation and reporting of performance data.
- Continuously monitor data and health outcomes, seeking opportunities for service improvement.
- Prepare key reports for the WH Aboriginal Health Steering Committee, Department of Health and Justice Health as required.
- Professionally represent Western Health at internal and external forum and events.
- Perform other duties as directed.

In addition to the key responsibilities specific to the role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Manager, Aboriginal Health, Policy and Planning
- Wilim Berrbang staff
- Director of Nursing and Midwifery
- Western Custodial Health Leadership Group (clinical and operational)
- Custodial Health Service Manager
- Custodial Health Operations Manager
- Western Health Staff and Volunteers
- Western Health Senior Leadership Group
- Western Health Board

External:

- Aboriginal and Torres Strait Islander patients and families
- Mental Health Services (Forensicare)
- DHHS
- VACCHO
- VAHS
- Commonwealth Department of Health and Ageing
- Commonwealth Department of Education, Employment and Work Relations
- Community based services and stakeholders
- Primary Health Network
- Local Councils
- Aboriginal Health Unit – Justice Health
- Patients and their family/carers
- Key community organisations
- Department of Health
- Corrections Victoria
- Department of Justice & Community Safety
- Corrections Victoria
- Justice Health

Selection Criteria

Essential:

- Identify as Aboriginal and/or Torres Strait Islander

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- Certificate IV Aboriginal Health Practitioner
- Commitment to the Western Health values of Compassion, Accountability, Respect, Excellence, and Safety.
- An understanding of Aboriginal health issues, systems and policies at the local, state and federal level.
- Demonstrated commitment and capability to make a positive difference in Aboriginal health and wellbeing.
- Have a sound knowledge and understanding of Aboriginal Culture, society and kinship networks.
- The ability to work as a member of a team with a range of community and professional groups.
- Ability to work autonomously within a variety of settings.
- Well-developed interpersonal and communication skills, both written and verbal.
- Ability to engage the Aboriginal Community.
- Computer Literacy.
- Current Drivers Licence.
- Current Victorian Working with Children Check

Desirable:

- Previous experience in a similar role.
- Relevant recognised qualification.

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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