

POSITION DESCRIPTION

Position Title:	Aboriginal Health Liaison Officer
Business Unit/Department:	Aboriginal Health, Policy, and Planning Dame Phyllis Frost Centre (DPFC)
Division:	Nursing and Midwifery
Award/Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise 2020-2025
Classification:	HS3
Reports To:	Manager, Aboriginal Health, Policy, and Planning
Direct Reports:	Nil
Date Prepared/Updated:	17 February 2023

Position Purpose
<p>The Aboriginal Health Liaison Officer (AHLO) will provide a liaison service to Aboriginal patients at Dame Phyllis Frost Centre (DPFC). The AHLO will support the delivery of primary healthcare that is culturally sensitive, safe, and welcoming to Aboriginal people. The role will work closely with health staff to ensure Aboriginal and Torres Strait Islander patients have a voice in their care. The role is also part of the broader Wilim Berrbang team providing emotional, social support to patients within the facility and linking patients with external services.</p> <p>The AHLO may be required to partake in an evening in-hospital or after-hours on call roster to provide telephone support to the patients of Western Health. The AHLO may be required to travel between Western Health sites and Dame Phyllis Frost Centre.</p>
Business Unit Overview
<p>Wilim Berrbang is responsible for delivering and developing services and programs to support and improve access to culturally appropriate services for Aboriginal patients and families accessing all Western Health sites in line with Western Health's strategic plan/s and key state-wide and national priorities. Wilim Berrbang works across all Western Health sites and teams.</p> <p>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.</p>

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On 1 July, 2023, the delivery of primary healthcare will transition from the current service provider to Western Health. 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
- 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

- Assist and support Aboriginal patients through advocacy, liaison, and support throughout their engagement with Western Health including at Dame Phyliss Frost Centre, Western Health Hospital Sites, outpatient, and maternity services.
- Assist with referrals to internal and external services for patients.
- Contribute and participate in the organisation of significant cultural events for staff, patients, and stakeholders (such as Reconciliation Week and NAIDOC Week).
- Facilitate and support Cultural Safety Audits across Western Health.
- Support the development, delivery, and evaluation of the Wilim Berrbang education program to Western Health staff regarding Aboriginal health, patient experience, culturally aware and culturally safe practices, and patient identification.
- Develop and maintain working relationships with relevant community organisations and stakeholders.
- Contribute to monitoring service delivery and measuring outcomes, for instance reporting to Department of Health and WH Aboriginal Health Steering Committee.
- Professionally represent Western Health at external forum and events.
- Perform other duties as directed.
- In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key relationships

Internal:

- Manager, Aboriginal Health, Policy, and Planning
- Wilim Berrbang (Aboriginal Health Unit)
- Chronic and Complex Division
- Dame Phyliss Frost Centre Staff
- Other members of the Wilim Berrbang team
- Western Health Staff and Volunteers

External:

- Patients and their family/carers
- Key community organisations
- Department of Health
- Department of Justice and Community Safety
- Victoria Police
- Other Government Departments
- Victoria Aboriginal Health Service
- Aboriginal Community Controlled Health Organisations
- Aboriginal Community Organisations

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Selection Criteria
<p>Essential</p> <ul style="list-style-type: none"> • Be of Aboriginal and /or Torres Strait Islander descent - this is an identified position in accordance with the Equal Opportunity Act (2010) • 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 <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience in a similar role • Current or working towards Certificate IV or Diploma level qualifications in Aboriginal Primary Health Care, or Aboriginal Health Worker Certificate IV, or other relevant qualifications in health or mental health care, or in Community Development
Additional Requirements
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a police / criminal history check prior to employment • Obtain a working with children check prior to employment • 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
<ul style="list-style-type: none"> • Attendance at and redeployment to any of the Western Health services or sites may be required. • Employment terms and conditions are provided according to relevant award/agreement.

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- 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.

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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