

Job Description	Aboriginal Liaison Coordinator
Division:	Clinic
Reports to:	Indigenous Health Project Officer
Direct Reports:	1
Award / Agreements	Common Law Contract of Employment NES Fair Work Conditions
Approved by CEO	Endorsed by CEO (Deborah Woods) – 03/09/2018 Updated & Endorsed by CEO – 11/11/2021

1. MISSION STATEMENT

GRAMS mission is to provide high quality and progressive health care to Aboriginal people.

2. POSITION PURPOSE

To liaise with health providers within the Midwest and Murchison regions as to ensure a high quality and culturally secure pathway for all GRAMS Aboriginal clients when they access acute and primary health care services.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity. Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Customer Focus and Confidentiality throughout the course of their duties.

3. KEY CUSTOMER AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers and team members of GRAMS.
- Given the range of tasks, this position has contact with most Aboriginal Community members.

4. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
CLINIC	<ul style="list-style-type: none"> – Work towards the successful completion of outcomes as stated in the 'Closing the Gap on Aboriginal Health: Priority Area 3: Fix the Gap and Improving the Patients Health'. – Promote culturally appropriate models of practice and service delivery.

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	<ul style="list-style-type: none"> – Support and advocate for Aboriginal people to allow them to make informed decisions about their own care with special emphasis on the areas of chronic disease and mental health. – Increase the access and retention of Aboriginal people in services and programs provided by Midwest and Murchison health care agencies. – Facilitate for the improved social and emotional wellbeing of Aboriginal clients when in the care of Midwest and Murchison health care agencies. – Improve the awareness and correct use of medications by Aboriginal clients. – Develop and maintain partnerships with Midwest and Murchison health providers. – Promote to all Midwest and Murchison health care agencies an understanding of Aboriginal culture and issues as they pertain to health care. – Consult with Aboriginal communities to ensure the cultural appropriateness and relevance of the liaison service provided. – Establish and use processes that minimise and provide for early resolution of problems that occur as Aboriginal people pass through the health care system. – Improved the coordination of client care between the Midwest and Murchison communities, primary health providers, hospitals and GRAMS. – Ensure that the continuity of care is well coordinated between the hospital and primary settings. – Encourage a case management approach is adopted across all health care providers.
REPORTING / EVALUATION	<ul style="list-style-type: none"> – Ensure reports, documentation and statistics are prepared according to GRAMS and Closing the Gap requirements. – Using data and information obtained identify and develop opportunities to improve the liaison service.
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> – Uses self-assessment and peer review to regularly assess own competence. – Participates in performance management using the GRAMS

	<p>Performance Appraisal Process.</p> <ul style="list-style-type: none"> – Maintains skills in CPR and other relevant first aid as required.
OTHER	<ul style="list-style-type: none"> – Perform other duties as required or requested by GRAMS CEO or manager. – Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. – Attends workshops and training as required. – Attend and participate in Staff Development Days. – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives. – Contribute to the achievement of the objectives of GRAMS by providing a positive work environment.

5. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role.

JOB SPECIFIC COMPETENCIES

General skills, experience and knowledge

ESSENTIAL:

- Member of the Aboriginal Community (Section 50d of the Equal Opportunity Act 1984 – Aboriginality is considered a genuine occupational qualification).
- Registered with AHPRA as an Aboriginal Health Practitioner.
- Previous experience working within the health system at a clinical level.
- An understanding of the principles of primary health care with a special emphasis on chronic disease and mental health.
- Knowledge of Aboriginal culture, health and related issues and the ability to understand and empathies with the social and health issues that impact on Aboriginal people of the Midwest and the Murchison.
- Demonstrated effective communication skills (interpersonal, verbal, and written).

- Experience in working as part of a multi-disciplinary team.

DESIRABLE

- Advanced Certificate in Aboriginal Health Work or Associate Diploma in Aboriginal Health Work or accredited alternative qualification.
- Understanding of the principles of program development, implementation and evaluation.

PRACTICE REQUIREMENTS

- You need to obtain a Police Clearance.
- A current Working with Children Clearance or able to obtain one.
- A current unrestricted vehicle driver's license.
- You can be tested for having used drugs at any time.

I certify that I have read and understood the responsibilities assigned to this position.

Name	
Signature	
Date	