



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Aboriginal Health Manager

1.0 EFT Full Time position

An exciting opportunity has become available to develop our Aboriginal Health team at Swan Hill District Health. We are looking for an individual who is passionate about making positive changes within Swan Hill District Health and engaging Aboriginal & Torres Strait Islander communities to develop and strengthen relationships and service provision.

About the role:

The Aboriginal Health Manager will lead the development of the new Swan Hill District Health Aboriginal Health Unit and provide strategic and operational leadership to support Swan Hill District Health in the provision of appropriate services, programs and events to increase Aboriginal & Torres Strait Islander community engagement and improved health outcomes.

Selection Criteria:

- Aboriginal Identified position in accordance with Equal Opportunity Act (2010), Aboriginal applicants must demonstrate Aboriginality in addition to addressing the selection criterion
- Preferred qualification in health, social sciences or business, and extensive experience in Aboriginal Health, or other relevant field.
- Experience in management and/or service delivery in mainstream health services or Aboriginal community services.
- Demonstrated experience in coordinating wide consultation and key stakeholder engagement forums/meetings supported by effective interpersonal communication, networking, computer literacy and collaboration skills.

For full Position Description and Key Selection Criteria, please visit: www.shdh.org.au

Want more info?

For enquiries please contact: Paul Smith, Director of Primary Care,
Ph: 03 5033 9249 or Email: psmith@shdh.org.au

How to Apply: Please visit our SHDH website at:
<https://www.shdh.org.au/employment/how-to-apply/> for more information on how to apply.

Applications including the names of three referees, an Application for employment form, CV and Cover letter addressing the KSC can be forwarded to: employment@shdh.org.au.

Closing date: 28th January 2022

Aboriginal and Torres Strait Islander people are encouraged to apply

Position:	Aboriginal Health Manager
Classification:	HS 5
Department:	Aboriginal Health
Reports to:	Director Primary Care
Position Summary:	<p>The Aboriginal Health Manager is to lead the development of the new SHDH Aboriginal Health Unit and provide strategic and operational leadership to support Swan Hill District Health in the provision of appropriate services, programs and events to increase Aboriginal & Torres Strait Islander community engagement and improved health outcomes.</p> <p>This key role will also report to the SHDH First Nations Reference Group and will represent SHDH in Regional First Nation forums.</p>
Responsibilities:	<p>The Aboriginal Health Manager will play a key role in supporting Swan Hill District Health to achieve the best care experience for all members of Aboriginal and Torres Strait Islander people. This will encompass community engagement, cultural awareness, employment strategies, and designing care.</p> <ul style="list-style-type: none"> • Plan, coordinate, monitor and report on the deliverables of the SHDH Reconciliation Action Plan and Aboriginal Cultural Safety Plan. Actively participate in the engagement and consultation required to achieve the deliverables identified within the plans by collaborating with all levels of SHDH. • Lead development and maintenance of policies relating to Aboriginal Health in terms of National Standards, patient rights, quality improvement and health information. • Contribute to the development and implementation of strategic planning to provide culturally appropriate healthcare. • Establish and maintain strong relationships with other stakeholder organisations providing services to Aboriginal people to deliver a holistic and inclusive approach to Aboriginal Health. • Support delivery of culturally sensitive services, appropriate transition of care, and patient/client advocate role. • Support and develop Aboriginal Health alliances and partnerships which are beneficial for supporting Swan Hill District Health's goal to improve Aboriginal Health. • Advise on the provision of training and education to SHDH staff, in relation to Aboriginal people and the creation and development of a culturally sensitive environments welcoming to Aboriginal and Torres Strait Islander patients/clients. • Support People & Culture in the recruitment of Aboriginal people for employment and traineeships to strengthen the SHDH Aboriginal and Torres Strait Islander workforce • Ensure financial responsibility and accountability for the Aboriginal

	<p>Health Unit</p> <ul style="list-style-type: none"> • Assist in preparation of reports including advice on Aboriginal Health and progress against KPI's • Provide support and mentorship for Aboriginal and Torres Strait Islander employees. • Provide leadership and operational management to the Aboriginal Health Unit staff. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)
<p>Key Selection Criteria:</p>	<p>Aboriginal Identified position in accordance with Equal Opportunity Act (2010), Aboriginal applicants must demonstrate Aboriginality in addition to addressing the selection criterion.</p> <p>Preferred qualification in health, social sciences or business, and extensive experience in Aboriginal Health, or other relevant field.</p> <p>Experience in management and/or service delivery in mainstream health services or Aboriginal community services.</p> <p>Preferred knowledge of mainstream health care system, both in the hospital and community sectors.</p> <p>Demonstrated ability to develop and maintain effective relationships with internal and external key stakeholders and undertake strategic planning with a commitment to outcomes.</p> <p>Demonstrated understanding of person centred strength-based approaches and relate sensitively with understanding of how health and related issues impact on families and communities.</p> <p>Demonstrated experience in coordinating wide consultation and key stakeholder engagement forums/meetings supported by effective interpersonal communication, networking, computer literacy and collaboration skills.</p>
<p>Salary/Award:</p>	<p>Salary in accordance with Health and Allied Services, Managers and Administrative Workers 2016-2020.</p>
<p>Infection Control:</p>	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
<p>Continuous Quality Improvement:</p>	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health

	Service-wide and specific Department Policies & Protocols
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	December 2021
Current:	
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585