



Swan Hill
District Health

Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Aboriginal Health Manager

1.0 EFT Full Time position

(Designated Aboriginal and Torres Strait Islander 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.

About You:

- Qualifications & registrations
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Free onsite car parking
- ◆Salary Sacrifice/Packaging
- ◆Discounted Corporate gym memberships
- ◆Professional Development opportunities
- ◆Employee Assistance Program

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Paul Smith, Executive Director - Community Care
Ph: (03) 5033 9249 or E: psmith@shdh.org.au

Closing date: 4th June 2023

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Position:	Aboriginal Health Manager Designated Aboriginal & Torres Strait Islander Position
Classification:	HS 5
Department:	Aboriginal Health
Reports to:	Executive Director - Community 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 Health Unit • 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.

	<ul style="list-style-type: none"> • Provide leadership and operational management to the Aboriginal Health Unit staff.
Key Selection Criteria:	<ul style="list-style-type: none"> • 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. • Preferred knowledge of mainstream health care system, both in the hospital and community sectors. • Demonstrated ability to develop and maintain effective relationships with internal and external key stakeholders and undertake strategic planning with a commitment to outcomes. • Demonstrated understanding of person centered strength-based approaches and relate sensitively with understanding of how health and related issues impact on families and communities. • Demonstrated experience in coordinating wide consultation and key stakeholder engagement forums/meetings supported by effective interpersonal communication, networking, computer literacy and collaboration skills. • Current National Police Check • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
Salary/Award:	Salary in accordance with Health and Allied Services, Managers and Administrative Workers 2021-2025.
Infection Control:	<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.
Continuous Quality Improvement:	<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>

Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</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:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
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:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>
Previous Revision dates:	<p>December 2021</p>
Current:	<p>April 2023</p>
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	