

ABORIGINAL HEALTH COUNCIL OF SA INC.
ABORIGINAL HEALTH SERVICES – OUR HEALTH, OUR CHOICE, OUR WAY

JOB AND PERSON SPECIFICATION

Position: Health Check & Communicare Support Officer

Classification Code: AHCSA5

Approval: **Date:**
Executive Council
Aboriginal Health Council of SA Inc.

JOB SPECIFICATION

1.0 Summary of the broad purpose of the position in relation to organisation goals:

The Health Check & Communicare Support Officer supports and implements the objectives and policies of the Aboriginal Health Council of SA Inc (AHCSA) by enhancing the use of the patient information system Communicare, and by increasing the uptake of MBS items by ACCHSs, with a view to achieving better health outcomes for Aboriginal people in South Australia.

2.0 Reporting/Working relationships

The Health Check & Communicare Support Officer is accountable to the Chief Executive Officer and reports to the Workforce Manager. This position will work in close collaboration with all members of the Workforce Team, the Patient Information Management Systems Coordinator and GP Supervisor, Aboriginal Health .

3.0 Special Conditions

Considerable intra-state, and some interstate travel, including overnight absences, will be required. The Health Check & Communicare Support Officer will be expected to spend most of his/her time away from Adelaide working closely with staff in the ACCHSs across South Australia. Possession of a current driver's licence is essential. Out of hours work will be required.

4.0 Statement of key responsibilities

The Health Check & Communicare Support Officer is responsible for:

- a) Increasing the capacity of all ACCHSs in SA in the optimal use of Communicare
- b) Supporting ACCHSs to increase the uptake of MBS items in a way which will improve patient care as well as maximise health services' Medicare reimbursement;
- c) Promoting the use of the Adult Health Check Resource developed by AHCSA to assist Aboriginal Health Workers' contribution to adult health checks;
- d) Improving the quality of data within Communicare in ACCHSs in South Australia, to ensure better data quality for improve health outcomes.
- e) Contributing to AHCSA's vision "All Aboriginal people enjoy a high quality of health and well-being"

Acknowledged by Occupant

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Print name	Signature	Date
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PERSON SPECIFICATION – SELECTION CRITERIA

5.0 ESSENTIAL CRITERIA

5.1 Educational/Vocational Qualifications

- a) Tertiary level training and/or experience relevant to the position.
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5.2 Personal Abilities/Aptitude/Skills

- a) Ability to work with Aboriginal communities and people, while respecting cultural values and ways of doing business.
 - b) Ability to present information clearly and effectively.
 - c) High level project management skills
 - d) Proven ability to work independently under very broad direction and identify performance outcomes, plan activities and set priorities to achieve objectives and meet deadlines.
 - e) Proven ability to problem-solve and think strategically to overcome barriers and achieve project / program outcomes.
 - f) Demonstrated high level verbal and written skills, with the ability to communicate clearly, decisively and effectively.
 - g) Ability to work effectively as part of a team.
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5.3 Experience

- a) Experience in working with Aboriginal people, organisations and communities.
 - b) Experience in working in a primary health care related field.
 - c) Experience in the use of information technology based systems, including word processing packages, electronic mail, data bases and spread sheets.
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5.4 Knowledge

- a) A sound knowledge of Aboriginal health and well-being issues.
- b) Knowledge of Primary Health Care practices and principles
- c) Knowledge of health information systems
- d) Understanding of the principles and practices associated with Occupational Health, Safety and Welfare in the workplace

6.0 DESIRABLE CRITERIA

6.1 Educational/Vocational Qualifications

- a) Tertiary level training in primary health care and/or community health.
 - b) Project Management qualifications.
 - c) Qualifications in Training and Assessment
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6.2 Personal Abilities

Nil

6.3 Experience

- a) Experience in the use of Communicare
 - b) Experience in policy and/or project evaluation and review.
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6.4 Knowledge

- a) Knowledge and understanding of the role and functions of AHCSA Inc.
- b) A sound knowledge of the philosophy of Aboriginal Community Controlled principles, including social justice and self determination