



JOB DESCRIPTION

Position Title: Field Officer
Work Unit: Assets
Reports to: Assets Manager
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Chief Executive Officer
Award & Classification: ACCHS Award Driver 1

Organisational Details:

Yura Yungi Medical Service Aboriginal Corporation (YYMS) is an Aboriginal community-controlled health service providing holistic primary health care services to the Aboriginal and Torres Strait Islander people living in Halls Creek and surrounding communities.

Mission

To empower our community to take responsibility to safeguard their health & wellbeing from before birth to end of life.

Vision

Our health service is an innovative hub for excellence & leadership in Indigenous advancement through wellbeing, healing & health in every stage of the life course through culturally centred & holistic care.

Values

All our staff 'walk-the-talk' of: Respect, Integrity, Personal Responsibility, Teamwork, Stick-ability and Can-Do Attitude.

Position Summary:

The Field Officer will work under the Assets Team but will be in constant collaboration with Clinical, Programs and Business Development / Administration teams to help clients achieve best health outcomes. This position will contribute to providing safe, effective and efficient transport to members of the Aboriginal clients. The Field Officer will support the community to attend YYMS events, health appointments and clinics that contribute to support the wellbeing of the individual and community. The Field Officer is responsible for developing and maintaining relationships with the community to increase engagement and access to services.



Duty Statement and Key Responsibilities:

- Undertake Pick up & Deliveries as required
- Provide safe and timely transport service for patients and clients
- Display a strong commitment to safe driving at all times
- Maintain a close liaison with YYMS employees to ensure effectiveness of the transport service
- Responsible for maintaining the roadworthiness and cleanliness of the vehicle and report immediately to the Assets Manager any areas requiring attention or repair
- Complete log sheets, vehicle maintenance form and other relevant documentation in an accurate, timely and legible manner to ensure correct information is effectively communicated through the appropriate channels
- Maintain statistics of client and pathology transport and provide regular reports to Clinic Coordinator and Manager as required.
- Effectively manage time and resources to ensure that work is completed efficiently
- Use appropriate interpersonal techniques to resolve difficult client situations and retain client confidence
- Ensure that all information provided is given in a culturally sensitive manner and in terms that are understood by all parties as demonstrated by their improved health literacy

Community Liaison & Advocacy

- Facilitate on going communication links with the community by liaising with clients and notifying them of their appointment times where appropriate.
- Encourage and assist community members in attending clinics and specialist appointments.
- Support program staff in the provision of health education and activities
- Notify the community with upcoming events and new services introduced by YYMS
- Contribute to planning and policy development

Medication

- Deliver client's medication on a regular basis or when required
- Ensure all medication delivery forms are signed off by patients and returned to the medication assistant before the close of business

Administration

- Undertake administrative duties as required in accordance with program and organisational guidelines

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.



Organisational Duties

- Promote and implement the philosophy, aim and objectives of YYMS
- Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision and values
- Adhere to all YYMS Policies and Procedures.
- Actively participate in the organisation's Quality Management System - LOGIQC.
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Actively participate in staff meeting and professional development activities.
- Actively participate in Performance Management and Review.
- Actively support a productive team approach to primary health care services provided by YYMS.
- Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of YYMS
- Other duties as required within the scope of your skills and experience if requested by management.

Workplace Health and Safety

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace.
- Follow all safety procedures and contribute to a safe work environment. Work in accordance with YYMS' WHS policy, the WHS Act, Regulations and Code of Practices.
- Identify and assist to reduce Work Health & Safety hazards and risks.
- Ensure WHS non-conformances or incidents/injuries are reported.
- Follow the reasonable direction of Work Health & Safety representatives.

Privacy / Confidentiality for staff

According to the YY Code of Conduct, all staff must protect the confidentiality of information acquired in the course of their work including any patient information. A staff member should not use or disclose any personal or sensitive information to any other person without specific authority to do so. You must comply with relevant privacy and information acts and regulation. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.



Selection Criteria:

Essential:

1. Understanding and appreciation of the Aboriginal culture and the ability to effectively communicate with Aboriginal people.
2. High level of integrity in maintaining confidentiality is a pre-requisite for this position.
3. Well-developed time management skills.
4. Proven ability to work under pressure.
5. Knowledge of statutory requirements and safe driving standards.
6. Experience in monitoring vehicle use and associated costs.
7. Understanding Aboriginal culture and family groups around Halls Creek.
8. National Police Clearance
9. Current "C" class drivers' licence.

Desirable:

1. Knowledge of vehicle maintenance requirements.
2. Previous experience in field work and the health industry
3. Aboriginal or Torres Strait Islander person
4. Senior First Aid Certificate

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Name: Brenda Garstone

Position: Chief Executive Officer

Signed: _____

Date: ____/____/____

Name:

Signature:

Date Appointed to Position: