



ANYINGINYI HEALTH ABORIGINAL CORPORATION

POSITION DESCRIPTION AND SELECTION CRITERIA

PILIYINTINJI-KI STRONGER FAMILIES SECTION

POSITION: MALE/FEMALE CLIENT SERVICES COUNSELLOR

POSITION NO:	PSF – 13 & 14	POSITION DESCRIPTION REVIEWED: April 2017
REPORTS TO:	Piliyintinji-ki Stronger Families Section Manager and through them, the General Manager.	
LEVEL:	Admin. Level 8.1 - 8.4 (\$77,180.90 - \$90,730.16). Level will be dependent on qualifications and experience.	
CONDITIONS:	3 month mandatory Probation Period 6 weeks pro rata annual leave with 17.5% leave loading 10 days sick leave per annum, pro rata 9.5% employer superannuation RDO's Salary Sacrificing: Minimum amount of \$15,899.94 per annum can be packaged. It is recommended that you speak with your own Accountant or Financial Adviser to ensure salary sacrificing arrangements suit your personal situation.	
Accommodation:	Accommodation does not come with this position, employed locally.	
Relocation:	Relocation does not come with this position, employed locally.	
Dentistry:	Free General Dentistry is provided excluding Laboratory work.	
Gymnasium:	Free gym membership is offered to all Anyinginyi employees only.	
Prescriptions:	Free prescriptions.	
Ochre Card:	It is your responsibility as an employee to ensure that you obtain and keep current at all times, the NT Ochre Card (Working with Children); failure to do so will result in termination of employment.	
Criminal History Check:	It is your responsibility to provide a current satisfactory national (or international) criminal history check before an offer of employment will be made.	
Hours of Work:	Monday – Friday, excluding public holidays 8.00am – 5.00pm Rostered Day Off (RDO) access 8.24am – 5.00pm – no RDOs access.	

Please Note: It is compulsory for all Anyinginyi personnel to be in possession of an Ochre Card or have the ability to apply for one and to undergo a Police check – costs associated with these requirements will be the responsibility of applicants.

OUTLINE OF POSITION OBJECTIVES AND DUTIES

Primary Objectives

This position, under the direction of the Piliyintinji-ki Stronger Families (PSF) Section Manager, will support the development, implementation and coordination as necessary of targeted, responsive programs and support services within PSF that assist Anyinginyi Health Aboriginal Corporation (Anyinginyi) in achieving its mission: ***To be a provider of high quality holistic primary health services featuring prevention and treatment in the Barkly region in a culturally responsive way,***

This position will provide both in-centre and outreach services to clients, primarily living in Tennant Creek but also to clients living in remote communities across Anyinginyi's service delivery area within the Barkly Region.

Utilising the '*A Practical Framework for strengthening culturally responsive service delivery within Piliyintinji-ki Stronger Families*' as a guide to service delivery, this position will provide counselling and associated treatment and care for individuals and families experiencing historical and ongoing social and emotional distress associated with trauma, grief and loss, forced separation of children, family violence and suicide.

The service outcomes is to achieve an increased capacity for individuals to make better decisions in relation to health and wellbeing and self-care through sound counselling that:

- respects the distinctive rights of the Aboriginal community of the Barkly Region in relation to status, language and cultural obligations;
- is provided in a way that gives priority to the Aboriginal community of the Barkly Region;
- is inclusive and socially appropriate, reflecting the 'worry model' of care;
- supports an integrated referral and advocacy system;
- incorporates specialist outreach services;
- maximises community and individual self-reliance and participation; and
- where necessary, involves collaboration with other agencies and sectors.

Key Responsibilities

- Work effectively as a member of a culturally responsive multi-disciplinary team.
- Use best practice counselling models, including assessment and brief intervention tools that enhance healthy lifestyle choices and physical as well as mental health and wellbeing.
- Provide comprehensive and flexible counselling and wellbeing services to clients, and where applicable, facilitate referrals for mental health risk assessment and risk management plans.
- Facilitate activities, programs and supports that enhance the delivery of responsive alcohol and other drugs services in alignment with Anyinginyi Board's Strategic Plan and associated National Standards and Frameworks, for example the *Australian National Drug Strategy 2010-2015*.
- Work with evaluation frameworks that monitor, assess and review the implementation and delivery of responsive models of counselling and associated treatment and care for Aboriginal individuals and families.

- Develop and maintain strong collaborative partnerships with key stakeholders and service providers in the Barkly Region with a focus on adopting an holistic approach to ensure agencies are working together to address the key responsibilities of this position.
- Maintain high quality of practice knowledge, skills and expertise through active participation in professional development including current registration with AHPRA, meeting the continuing professional development standards set by AHPRA, and meeting any other Mandatory Registration Standards.
- Participate in supervision, both externally and internally, and performance appraisal and development processes established within Anyinginyi, including the development of a personal plan in line with the 'worry model'.
- Actively contribute to strengthening the level of access to programs and service delivery for individuals and families across the Barkly Region through effective planning, development and implementation of activities, including identifying trends, gaps, needs and issues to support the key statement and key responsibilities of this position.
- Undertake administrative duties as directed in accordance with program and organisational expectations including senior level report writing and the timely management of electronic client data records and registers to ensure compliance against funding obligations.
- Adhere to Anyinginyi's policies and procedures, particularly as they relate to the safe and secure storage of client information and confidentiality, working within the limits of confidentiality and privacy appropriate to the responsibilities of this position.
- Initiate, coordinate and/or participate in quality improvement activities in collaboration with staff and clients to ensure best practice and the continuous improvement of systems that support culturally safe and responsive service delivery.
- Uphold the vision, mission and priorities of the organisation as determined by the Board of Directors and outlined in its Strategic Plan.
- Identify and manage risk or potential risk to staff and clients in order to reduce immediate concerns.
- Foster a professional and culturally safe work environment.
- Promote an alcohol, tobacco and other drugs free workplace strategies and exemplify aligned behaviours.
- Participate in staff training and development, organisation-wide, site based team meetings, collaborative planning activities and other meetings or activities relevant to this position or as directed by the Section Manager.
- Travel to remote communities.
- Undertake other duties as required.

Decision making

This position reports to the Section Manager, PSF, and will consult with the Section Manager in undertaking key responsibilities, making recommendation to achieve the objectives of this position as well as achieving the goals of the organisation.

Selection Criteria

Essential

To be successful in this role, you will need to evidence the following essential capabilities and competencies:

- **Qualifications and Certifications**

- Tertiary qualification in Social Work, Counselling or related human services discipline.
- Registration with an appropriate authorised practicing governance body in Australia, for example the Australian Health Practitioner Regulation Agency (AHPRA), and have a current practicing certificate.
- A current Northern Territory Driver's Licence or ability to obtain one.
- Be in possession of or have the ability to apply for an OCHRE Card.

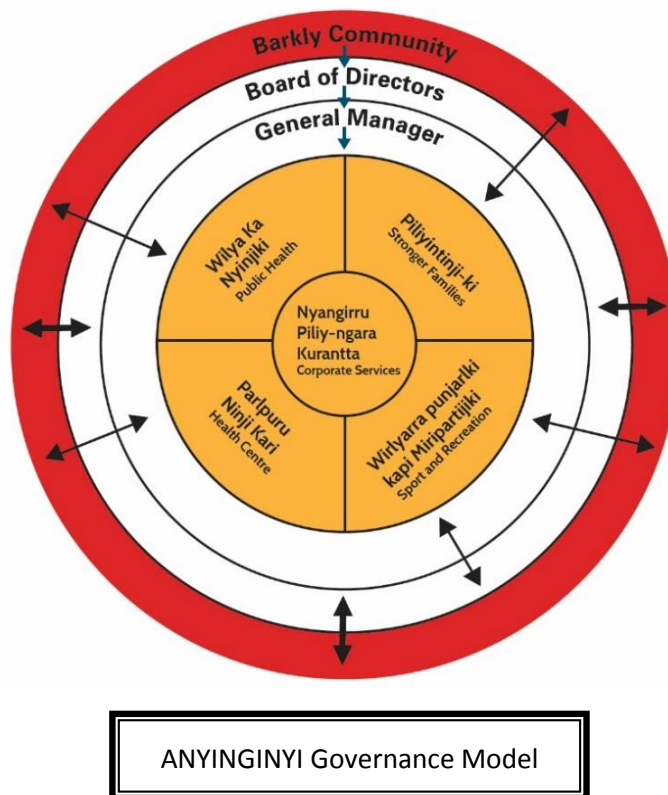
- **Experience**

- Demonstrated understanding of the philosophy governing independent Aboriginal community-controlled organisations.
- Evidenced understanding of the Primary Health Care system and key issues relevant to closing the gap in health outcomes for Aboriginal and Torres Strait Islander peoples, including the ability to support the delivery of culturally responsive programs and services with an understanding of the importance of traditional cultures, values and protocols.
- Demonstrated high level interpersonal and communication skills, written and verbal, to communicate sensitive and complex information while having knowledge of current practice and theories as well as Aboriginal family dynamics and culture, and applying these theories and practices in a remote context.
- Demonstrated ability to deliver a strengths-based service incorporating narrative, cognitive, solution-focused and community development approaches to vulnerable individuals and families, specifically individuals and families who have experienced longstanding and significant trauma, grief and loss, violence, suicide, family separation and breakdown, and substance abuse.
- Demonstrated experience working in a team environment and understanding of human resources management and work health and safety requirements specifically related to remote conditions.
- Demonstrated ability to effectively liaise with key stakeholders and build strong relationships to facilitate the achievement of business objectives, including building Aboriginal staff capacity.
- Demonstrated ability to collect, analyse and maintain client data, including the use of family gathering tools.
- Demonstrated high level skills and knowledge of Microsoft Office applications including the ability to use client information management systems to support data collection, clinical analysis, report writing and budget activities.

CVs/Resumes provided to Anyinginyi will be retained on file either the successful Application Employment file for the duration of employment or on the Position Advertising file, documents are kept for a period of 7 years after cessation of employment or closure of position advertising file and then destroyed.

ORGANISATIONAL OVERVIEW

The Anyinginyi Health Aboriginal Corporation Governance Model



In line with the Pathways to Community Control “...Community Control requires communities and their organization to possess both the understanding of and the ability to apply the knowledge and competence on which sound engagement is built. It also depends on the capability of government organizations and structures to understand and find new ways of working that responds to community’s calls for greater levels of engagement”. (Page 9, Pathways to Community Control).

The Anyinginyi Governance Model illustrates how the Barkly community, Anyinginyi Board of Directors, the General Manager and the Anyinginyi Sections are integrated and work collaboratively serving the needs of their clients.

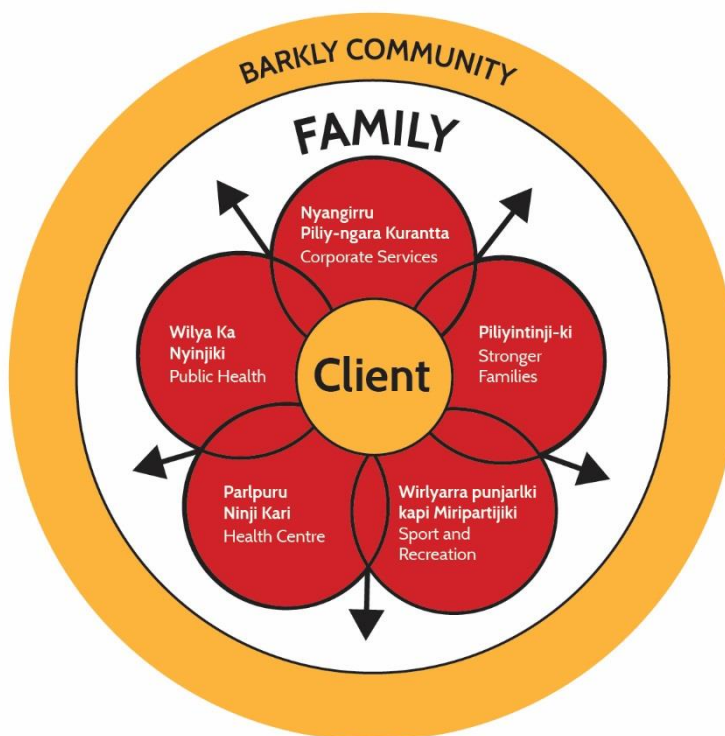
The border of the Model represents the Barkly region. The Barkly community representatives are elected to the Anyinginyi Board of Directors situated in the Model’s inner rim. The business of the corporation is managed by or under the direction of the Board of Directors. The Directors may exercise all the powers of the corporation except any that the CATSI Act or the Anyinginyi Rule Book requires the corporation to exercise in general meetings.

The General Manager oversees the everyday operations of Anyinginyi as an entity. Each highlighted Section is managed by individual Section Managers to guide and direct the programs of each section and oversee the management of employees.

The arrows within the Governance Model represent how services are utilised. There are various ways that clients or individuals can access Anyinginyi Services for example:

- Community people accessing our services – on a needs basis.
- Anyinginyi representatives from their individual sections going out and providing an outreach service to the community/communities or promotion of programs.

Anyinginyi Health Aboriginal Corporation Primary Health Care Service Delivery Model



Primary Health Care is a social community development approach to health that is about ensuring everyone has the right to affordable, accessible and appropriate health care. Primary health care has a broad focus on the social environment rather than just health services. It has a holistic approach to health development and based on social justice, equity, community participation, social acceptability, cultural safety and trust. It also has a broad approach that strongly links with the social determinants of health.

The primary health care approach includes prevention, advice, public health, education, promotion, research, evaluation and community development, as well as primary care delivered in an empowering, multidisciplinary way that helps people to help themselves.

The Anyinginyi Primary Health Care Service Delivery Model reflects the important elements of the holistic health care approach in combining the community, family and client. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The Anyinginyi Primary Health Service Delivery Model underpins the way all Anyinginyi services are delivered to the individual client, their family and overall to the community. All Anyinginyi client-related policies and procedures reflect the Primary Health Service Delivery Model. Each Anyinginyi Section has a set of referral forms and processes in place that links the client to more than one Section.

“Whole of Family” Primary Health Care Approach

Anyinginyi programs have been developed to strengthen all areas of well-being for Aboriginal people. Anyinginyi's strategic Plan 2014/16 has identified a review of Anyinginyi Section's roles and responsibilities as required.

The following information is provided as an overview of program areas:

➤ Parlpuru Ninji Kari - Health Centre

The Health Centre delivers primary health care, clinical, GP, women's health, men's health, chronic disease management, Specialist services and community engagement liaison.

Anyinginyi has been working proactively with government service providers to develop partnerships and coordinate service delivery to achieve better outcomes for clients. The Health Centre is often the first point of contact for clients, formal referral systems have been established to link clients with other services. Clients may be referred to other sections within Anyinginyi in line with the service delivery model. It is a priority of Anyinginyi to improve medical input to the Board and management whilst providing improved support to clinicians.

➤ Manu Kinapina Parlpuru Ninji Kari - Regional Remote Health Service

The Regional Remote Health Section provides the following services –

Bush Mobile – providing primary health care services to remote communities within a 100km radius of Tennant Creek not serviced by the Northern Territory Department of Health. This service is supported by a medical officer and two nursing staff with the assistance of an ALO/AHP and administrative staff.

North Barkly Zone – providing primary health care services to remote communities of the North Barkly region not serviced by the Northern Territory Department of Health. This service is supported by a medical officer and a registered nurse with assistance of an ALO/AHP and administrative staff.

Allied Health Services – a full-time nutritionist provides services to major communities within the whole of Barkly region (including Tennant Creek). In addition a Physiotherapist and Podiatrist provide fortnightly locum visits six times per year, the latter focusing on Tennant Creek (at present) with the Physiotherapist providing extra services twice yearly for two weeks to the cattle stations in the north Barkly.

EHSDI Program – the provision of funding for the identification of community members who have not had regular adult or child health checks and providing the latter in an environment conducive to better compliance.

➤ Wirlyarra punjarlki kapi Miripartijiki - Sport & Rec

This section delivers programs across a broad spectrum of Sport and Recreational areas to all age groups.

The Sport and Recreation team facilitate a wide range of social sports that the community engages in. These sports include Volleyball, Netball, Cricket, Soccer, Softball and more. Sport and Recreation also manages a commercial, well equipped gymnasium, which is utilised by a broad range of the community. Whilst being a member of the gymnasium, our members are entitled to a personalised fitness program tailor made to suit their needs to live a healthy and more active lifestyle.

Sport and Recreation provide a range of group fitness classes that include Pump, Crossfit, Boxercise, Circuit and our own dedicated women's classes. There is also a dedicated Womens Program officer employed by Anyinginyi Health Aboriginal Corporation to engage in women of all ages to participate in programs such as gym sessions, fitness classes and sports as well in a fun friendly environment

Every weekday during the School term, the Sport and Recreation team provide a structured, active lifestyle programs for kids. These activities include Basketball, Soccer, Netball, Tennis, Tball and Dodgeball. This program also flows on into the School Holiday Program where there is a range of activities to keep the kids entertained during the School Holidays.

Wirlyarra Punjarli Kapi Miripartijiki is working towards seeing the whole of the community create healthier lifestyles choices by becoming more active through Sport, Fitness or any other form of movement.

Kalpa purru Wirranjarlki - Public Health & Promoting Healthy Behaviours Section

This section delivers preventative and educational programs across a broad spectrum of health areas, including trachoma, eye health, skin health, tobacco and healthy lifestyles, FASD and diabetes education, amongst others. Programs in PHU aim to increase community members' ability to have control over their own health, through raising awareness, health promotion and health education, and responding to public health issues.

Grow Well Program – providing health and capacity building education activities to parents/carers of young children. Activities include playgroup, good health & hygiene practices, home skills education, caring for the home environment, self-empowerment.

Tackling Indigenous Smoking – The aim of the Tackling Indigenous Smoking (TIS) program is to contribute to closing the gap in Indigenous health outcomes by reducing tobacco smoking as the most significant risk factor for chronic disease among Aboriginal and Torres Strait Islander Peoples.

➤ Piliyintinji-ki - Stronger Families

Piliyintinji-ki Stronger Families (PSF) operates on the ethos that community development and empowerment, through a range of responsive and appropriate initiatives and direct supports, is the most meaningful approach to promoting effective ways to address the 'whole of life' issues impacting on our clients' health and wellbeing.

PSF takes a collaborative approach to working with all stakeholders to build solid relationships that reinforce connections to the principal of a 'whole of life' health care model and provides culturally appropriate and responsive programs and services for Aboriginal men, women and children that include: promotion and prevention initiatives fundamental to improve physical, spiritual, social and emotional health and wellbeing; access and referral to a range of services to assist with the impacts of alcohol and other drugs misuse/abuse; family and parenting strengthening; community connectedness; outreach and advocacy, and counselling and practical supports for individuals and families experiencing social and emotional distress associated with trauma and grief, forced separation of children from their families, family violence and suicide.

This wrap-around model of service delivery assumes a holistic approach to care and supports that are delivered with regard to cultural protocols and practices, including gender and familial obligations.

➤ Nyangirru Piliyi-ngara Kurantta - Corporate Services

The Corporate Services Section is the business of the organization responsible for Management and Elected Arm administration, regional organizational partnerships, operational policies and procedures, income and expenditure reporting and monitoring service delivery goals for each Anyinginyi Section for implementation. Corporate Services also delivers financial management and asset development, efficient and responsive human resources, Information Technology, and stores and property management.

Corporate Services continually reviews systems to identify the range and scope of accountability pathways, financial policy, management and procedural matters to ensure effective performance and delivery. Regional systems and structures to support appropriate staffing, human resources and industrial arrangements have been aligned with regional governance within budget scope.

Anyinginyi's CQI processes developed are operational according to the NT CQI program with ongoing CQI participation and support from a locally based Barkly CQI Facilitator position. Anyinginyi strives for an effective CQI program to be in place. The Anyinginyi Board of Directors has identified Quality Assurance as a priority for ongoing organisational development.