




Culture Empowering Community

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ABN 56 531 057 147 ICN: 3170

Darwin's Traditional Owners

## **POSITION DESCRIPTION**

<b>Position:</b>	Care Coordinator
<b>Program:</b>	Healthy Engagement & Assistance in the Long Grass (HEAL)
<b>Salary sacrifice available:</b>	Yes – through external provider (currently \$16,050 pa attracts no PAYG)
<b>Superannuation:</b>	9.25% employer contribution (in addition to actual base salary)
<b>Standard working days Per Week:</b>	Five (5) – Monday to Friday
<b>Shift worker:</b>	No
<b>Responsible to:</b>	HEAL Program Manager
<b>Work Location:</b>	Bagot Community, Bagot Road, Ludmilla
<b>Work related travel:</b>	Yes, as required

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## **THE ORGANISATION:**

The Larrakia Nation Aboriginal Corporation (“LNAC”) is a member-based body corporate registered under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the CATSI Act). The members are represented by a Board of Directors which is legally responsible for administering the corporation in accordance with the CATSI Act and establishing broad policies and objectives for the corporation. The Chief Executive Officer (“CEO”) is responsible for implementing the policies and objectives established by the Board of Directors and managing the day-to-day activities of the corporation.

The LNAC is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

The members of LNAC are those Aboriginal persons who, under traditional law and custom, hold rights and interests to the traditional country (Darwin Harbour, Cox Peninsula, most of Gunn Point and much of rural Darwin).

LNAC is a not-for-profit organisation and receives the majority of its capital and operating expenses from the Northern Territory Government, Commonwealth Government and by entering into business partnerships with the private sector.

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Approved ..... Ilana ELDRIDGE, Chief Executive Officer

Date:

**PROGRAM DETAILS and OBJECTIVES:**

The Healthy Engagement & Assistance in the Long Grass (“HEAL”) program is funded by the NT Department of Health and Families to facilitate and co-ordinate improved access to Primary Health Care Services for people staying in the Long Grass in the Darwin and Palmerston urban areas.

Specifically, the program provides the following services:

- Provides information to clients on disease epidemics and public health issues and supports access to available health services (e.g. vaccination clinics);
- Provides information to clients and supports access to safe shelters in the event of a cyclone;
- Strengthen the existing transport services to assist the target population in accessing health, social and community services;
- Encourage and support individuals to maintain social connections with home communities, including liaison with Return to Country Program;
- Attend Oznam House and similar homeless support services on weekdays to assist with transport and health appointment coordination.

Develop partnerships to achieve service co-ordination amongst key stakeholders by:

- Improving connections between clients and health services (Darwin regional and remote) to better manage client health issues;
- Establishing and coordinating a volunteer/donor program which gives practical assistance/personal support to individuals to access mainstream services or participate/provide HEAL activities;
- Advocate and promote awareness among the health sector of the client perceptions of health and wellbeing and what the clients see as their needs (e.g. staff in-services and presentations to health sector).

Promote and support positive involvement and engagement in society by:

- Delivering applicable health promotion and education messages to clients in a relevant and accessible format which target key factors and hygiene that influence wellbeing (e.g. physical health, diet, mental health, sexual health, alcohol and drugs, loneliness and social disconnectedness).
- Providing through a mobile service, access to a range of services that assist with personal appearance and hygiene (e.g. dental, hair washing and dressing, clothes, laundering etc);
- Promote responsible public behavior (e.g. litter reduction, cane toad monitoring, reporting environmental incidents, anti-social behavior etc).

**PRIMARY OBJECTIVE:**

The Care Coordinator will improve the health of homeless people in Darwin diagnosed with chronic diseases.

**KEY RESPONSIBILITIES:**

1. Identification, monitoring and case management of homeless clients with chronic conditions.
2. Arrange for formal diagnoses and interventions from healthcare services of homeless clients with chronic conditions.
3. Ensure homeless clients attend scheduled appointments with healthcare services.
4. Ensure the transfer and updating of clients' medical records.
5. Support these clients' adherence to treatment regimes.
6. Build clients own capacity to manage their chronic disease through education, confidence building and other tools.
7. Collaborate with service providers to improve health outcomes for clients.
8. Strengthen clients' families' ability to support and care for their family members with chronic diseases.
9. Administer first aid to the homeless population as needed.
10. Assist with public health promotion and health advocacy, including education carried out by HEAL.
11. Support the HEAL program manager in administering the supplementary services funds.
12. Provide advice and support to other Larrakia Nation programs regarding health-related issues for their clients, such as Aged and Disability Care and the Watch-house.

**SELECTION CRITERIA:**

**Essential:**

1. Qualifications and experience in the provision of clinical health care, such as an Aboriginal Health Worker, Registered Nurse or similar, preferably in an Indigenous context.
2. A proper understanding of the nature, symptoms and treatment of chronic diseases likely to be encountered in the role.
3. Detailed understanding of the various healthcare services, their scope, processes, client management and records.
4. Experience in case management of people with health problems, and ability to provide advice to others in assisting with disease management, including managing consent, privacy and confidentiality of information.
5. Ability to administer first aid
6. An understanding of the local social and cultural factors which shape the experience of homelessness.
7. Excellent oral communication skills, especially with people from Indigenous backgrounds.
8. NT Drivers License.
9. Consent to undertake a Criminal History Check.

