

POSITION DESCRIPTION

Position:	HEAL Field Officer
Program:	Healthy Engagement & Assistance in the Long Grass (HEAL)
Salary sacrifice available:	Yes – through external provider (currently \$15,900 pa attracts no PAYG)
Superannuation:	9.25% employer contribution (in addition to actual base salary)
Standard working days Per Week:	Part Time
Shift worker:	No
Responsible to:	Outreach Services Manager
Work Location:	76 Dickward Drive, Coconut
Work related travel:	Yes, as required


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.

Approved  Bob SAVAGE, Chief Executive Officer

Date: 23/8/15

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 Ozanam 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).

Approved



Bob SAVAGE, Chief Executive Officer

Date:

28/8/15

PRIMARY OBJECTIVE:

The HEAL Officer is required to implement the program related tasks assigned by related program manager to help the program achieve its objectives.

KEY RESPONSIBILITIES:

1. Provide health and hygiene related information and support to program clients for subject such as; public health issues, support access to available health services and safe shelters and transport services
2. Establishment and continuous efficient communication with internal and external suppliers and stake holders to facilitate the services to clients
3. Provide support for the delivery of the core programs, which includes but is not limited to: arts in the grass, health and hygiene in the long grass, and nutrition in the long grass,
4. To work within the moral and ethical framework as described by the Australian Association of Social Workers Code of Ethics.
5. To carry out tasks and responsibilities as agreed in performance agreement between HEAL program manager and employee.
6. Collection of data on service delivery measures.

SELECTION CRITERIA:

Essential:

1. Qualifications and/or experience in public health, environmental health, social work, community development or similar.
2. The capacity to deliver a range of health, social and community related services to homeless people on an opportunistic basis and through an outreach approach.
3. To be able to form strong working relationships with a range of service providers and individuals (health, social, and community).
4. An understanding of the local social and cultural factors which shape the experience of homelessness.
5. Excellent oral communication skills, especially with people from Indigenous backgrounds.
6. NT Drivers License.
7. Consent to undertake a Criminal History Check and Working with Children Safety check.

Desirable

1. First Aid Certificate (or ability to undertake First Aid Training).
2. Knowledge of the local services and agencies.

Approved

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Bob SAVAGE, Chief Executive Officer

Date:

28/8/18

APPLICATION PROCESS

Applicants to provide a current curriculum vitae and letter explaining how they meet the selection criteria to Debbie Martin on hr.officer2@larrakia.com or by post to PO Box 1098, Nightcliff NT 0814

Note:

Applicants are required to provide at least two (2) current verifiable referees and may be required to undertake a Police background check.

Employee endorsement: (Initial each page and sign below only if offered employment)

I, _____ [print your name] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, having regard to my skills, training and experience.

Dated: / /

Signed: _____

Approved *Or* Bob SAVAGE, Chief Executive Officer

Date: *28/5/15*

