

## TOWNSVILLE HOSPITAL AND HEALTH SERVICE

*Outstanding People – Genuine Care – Incredible Location*  
**Role Description**

Queensland Health

[www.health.qld.gov.au/workforus](http://www.health.qld.gov.au/workforus)



<b>Job ad reference:</b>	H13TV0259
<b>Role title:</b>	Generalist Health Worker or Trainee Health Worker (Child and Families)
<b>Status:</b>	Permanent full-time (OO3) or Temporary full-time up to 18 months (OO2) <i>(Please note: future vacancies of a permanent, temporary, full-time and part-time nature may also be filled through this recruitment process).</i>
<b>Unit/Branch:</b>	Aboriginal and Torres Strait Islander Health
<b>Division/Health Service:</b>	Ayr Health Service Institute of Community and Rural Services Townsville Hospital and Health Service
<b>Location:</b>	Ayr <i>(Please note: appointments for future vacancies at other locations across the Townsville Hospital and Health Service may occur through this recruitment process).</i>
<b>Classification level:</b>	OO2/OO3
<b>Salary level:</b>	Generalist (OO3)      \$1841.10 - \$1926.30 per fortnight Trainee (OO2)        \$1684.80 - \$1832.70 per fortnight
<b>Closing date:</b>	Monday, 25 February 2013 (Applications will remain current for 12 months)
<b>Contact:</b>	Mary Vicary
<b>Telephone:</b>	(07) 4783 0815
<b>Online applications:</b>	<a href="http://www.health.qld.gov.au/workforus">www.health.qld.gov.au/workforus</a> or <a href="http://www.smartjobs.qld.gov.au">www.smartjobs.qld.gov.au</a> <b>*** Applicants are encouraged to apply online***</b> <i>If you have any questions regarding how to apply online, please contact Recruitment Services on (07) 4750 6776 or email:</i> <a href="mailto:recruitment_townsville@health.qld.gov.au">recruitment_townsville@health.qld.gov.au</a>
<b>Post application:</b>	The Recruitment Officer Application: H13TV0259 PO Box 1727 Townsville Qld 4810

### About our organisation

Queensland Health's purpose is to provide safe, sustainable, efficient, quality and responsive health services for all Queenslanders. Our behaviour is guided by Queensland Health's commitment to high levels of ethics and integrity and the following **five core values**:

- **Caring for People:** We will show due regard for the contribution and diversity of all staff and treat all patients and consumers, carers and their families with professionalism and respect.
- **Leadership:** We will exercise leadership in the delivery of health services and in the broader health system by communicating vision, aligning strategy with delivering outcomes, taking responsibility, supporting appropriate governance and demonstrating commitment and consideration for people.
- **Partnership:** Working collaboratively and respectfully with other service providers and partners is fundamental to our success.
- **Accountability, efficiency and effectiveness:** We will measure and communicate our performance to the community and governments. We will use this information to inform ways to improve our services and manage public resources effectively, efficiently and economically.
- **Innovation:** We value creativity. We are open to new ideas and different approaches and seek to continually improve our services through our contributions to, and support of, evidence, innovation and research.

## **Purpose**

- As a member of a multidisciplinary team, participate in the delivery of a culturally respectful health care service primarily to Aboriginal and/or Torres Strait Islander clients of Burdekin Shire; focussing on children, their families, and people with chronic disease.

## **Reporting**

- This position reports directly to the Director of Nursing – Ayr Health Service.

## **Your key responsibilities**

- Fulfil the responsibilities of this role in accordance with Queensland Health's core values, as outlined above.
- All employees with the Townsville Hospital and Health Service are required to take reasonable care for their own health and safety, including carrying out work in accordance with prescribed practices and procedures and in a manner that will not create health and safety hazards for either the employee or others in the workplace.
- Knowledge or ability to acquire knowledge of the health effects and problems of women, children and their families and people with chronic disease.
- Possession of sound interpersonal skills and demonstrated ability to communicate with a wide range of individuals and diverse populations, including clients, families, service providers and other health care providers.
- Ability or potential ability to assist/deliver training and education programs and assist with community development and health promotion activities.
- Ability to contribute to the development of positive working relationships with other health service teams to ensure culturally respectful and appropriate continuity of care is provided for Aboriginal and/or Torres Strait Islander (A&TSI) and other clients of Health Services in the Burdekin Shire (Ayr and Home Hill Health Services).
- Ability to accurately record information both written and using a computer information program.
- Ability to actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, occupational health and safety and ethical behaviour.

## **Qualifications/Professional registration/Other requirements**

- **For appointment at OO3 Level** – Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care.
- **For appointment at OO2 Level** – Persons not holding the mandatory Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care will be appointed in a temporary capacity as a Trainee Health Worker and will be required to enrol and complete Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care within 18 months from date of commencement - subject to successful performance will be offered direct appointment to a continuing Indigenous Health Worker OO3 role upon receipt of that qualification.
- Evidence of Qualifications to be provided prior to commencement of duty.
- Under s25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be Indigenous to the Aboriginal or Torres Strait Islander Community and female.
- This position requires the incumbent to operate a "C" class motor vehicle and an appropriate license endorsement to operate this type of vehicle is required. Proof of this endorsement must be produced before commencement of duties.
- **Pre-employment Check:** "Section 97.(1)(a) of the Commission for Children and Young People Act (2000) has identified this position as requiring Queensland Health to seek a 'working with children check' from the Commission for Children and Young people prior to appointment. The 'working with children check' will only be sought in relation to the applicant recommended for appointment prior to consideration by the relevant Recruitment and Selection delegate"
- Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.

## Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Acceptable to the A&TSI community of the Burdekin as a member of the community.
- To provide safe and effective client care in line with the expected competencies and cultural sensitivities required of a health worker in a community with a large Aboriginal and Torres Strait Islander community.
- Demonstrated ability to organise own work program, work independently and as part of a team and to meet deadlines.
- In collaboration with the health care team, establish and maintain effective communication networks between health providers and the community.
- Possession of sound verbal and written skills that promote positive client interaction to ensure continuity of client care.

## How to apply

Please provide the following information to the panel to assess your suitability:

- **Your current CV or resume, including referees.** Applicants must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- **A covering letter detailing your suitability for the position.** No longer than one page.

## About the Health Service

The Townsville Hospital and Health Service (HHS) is responsible for the HHS Area assigned to the HHS under the Hospital and Health Boards Regulation 2012 and shares its borders with Cairns and Hinterland HHS, North West HHS, Central West HHS and Mackay HHS. The HHS serves a population of over 240,000 which is forecast to grow by 27% to over 300,000 by 2026. The fastest population growth will be in the over 75s (110%) and 65-74 year olds (90%).

7% of the Townsville HHS resident population is estimated to be of Aboriginal and Torres Strait Islander (A&TSI) origin, compared to 3.5% for Queensland as a whole. Significant numbers of the population work in the farming, mining and defence sectors. The HHS also receives a substantial number of domestic and international visitors per annum.

Townsville Hospital is the HHS's main referral hospital and also provides tertiary hospital services to the entire North Queensland region. It is also the major teaching hospital of the James Cook University School of Medicine and is closely affiliated with Central Queensland University and the University of Queensland.

**The Institute of Community and Rural Services (ICARS)** is currently responsible for health services provided outside Townsville Hospital (with the exception of Women's and Children's Health and Mental Health), but within the geographic area previously known as Townsville Health Service District. ICARS is responsible for approximately 17% of the HHS's budget and employs approx 1000 full time equivalent staff. The Institute of Community and Rural Services is responsible for services in Ayr, Home Hill, Charters Towers, Hughenden, Richmond, Ingham, Palm Island, Magnetic and Townsville area.

The Institute of Community and Rural Services (ICARS) was formed with the amalgamation of the former Institutes of Primary Health and Ambulatory Care and Rural Health as of 1 October 2012. Workforce is characterised by a large and diverse range of work units, disciplines, occupational streams and levels within streams. ICARS is comprised of 23 individual work units, where clinical services are provided from a broad range of coordinated programs delivered from a variety of locations across the geographical area of the Townsville Hospital and Health Service.

**The Burdekin Health Services** provide a multitude of services including: Acute Care, Long Stay Care, Accident and Emergency, Surgery, Outpatient clients, Obstetrics and Gynaecology. Primary Health Care Services include Hospital and School Dental, Aboriginal and Islander Health, Primary Health and Community Nursing, Community Mental Health, Child & Family Health, Health Promotion, Physiotherapy, Radiography, Speech Therapy, Occupational Therapy, Social Work and Pharmacy. A number of visiting services are also provided. These include Paediatrics and Gastroenterology

Administrative services are located within each facility. Support functions are centrally located at the Ayr Health Service. The Ayr Health Service administrative services consist of payroll/personnel, finance, workplace health and safety, quality improvement and patient safety, medical records/outpatients, reception and executive services.

**Visit the Health Service website: - [www.health.qld.gov.au/townsville](http://www.health.qld.gov.au/townsville)**

### **Smoke-Free Campus**

In line with the Government's goal of smoke-free health facilities, the THHS is working towards smoke-free status at each health campus. We are happy to support our staff, patients and clients in quitting and proud to offer our visitors a smoke-free environment to help improve health outcomes for Queenslanders. All successful applicants to a facility that is smoke-free will need to adhere to the relevant requirements of the smoke-free environment.

### **Pre-employment screening**

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

Roles providing health, counselling and support services mainly to children will require a Blue Card. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

### **Health professional roles involving delivery of health services to children and youth**

All relevant health professional (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

All relevant health professional are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

### **Salary Packaging**

To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact the Queensland Health Salary Packaging Bureau Service Provider – RemServ via telephone 1300 30 40 10 or <http://www.remserv.com.au>

### **Disclosure of Previous Employment as a Lobbyist**

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>

### **Probation**

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 [http://www.health.qld.gov.au/hrpolicies/resourcing/b\\_2.pdf](http://www.health.qld.gov.au/hrpolicies/resourcing/b_2.pdf)

**ORGANISATIONAL CHART**

