



## Duty Statement

<b>Position:</b>	<b>Allied Health Assistant (Community Engagement/Connector)</b>
<b>Location:</b>	<b>Katherine</b>
<b>Status:</b>	<b>Fixed term contract to 30 June 2024</b>
<b>Salary:</b>	<b>\$67,008 - \$74,273 gross (Full-time) dependent on skills and experience plus superannuation and salary sacrifice options</b>
<b>Reports to:</b>	<b>Executive Director, Workforce Development</b>

*This role is an **identified position** open to Aboriginal candidates only. This is intended to constitute a special measure in line with the **Discrimination Act 1991 (ACT) subsection 27 (1)(b)** and the **Racial Discrimination Act 1975 (Cth) subsection 8(1)**.*

### **Purpose of the position**

This position is part of a commonwealth supported project, the Katherine Regional Interprofessional Student Placement Program (KRISPP). The project aims to improve the recruitment and retention of allied health professionals in remote Australia by increasing placements of allied health students within the Katherine region, prioritising Aboriginal and Torres Strait Islander students. The project also aims to support the development of an IAHA Indigenous Health Academy in Katherine. This position will be employed by Indigenous Allied Health Australia (IAHA). The project is a partnership between IAHA, Flinders University Wurlinjang Aboriginal Health Service the Katherine West Health Board and local schools that have a high percentage of Indigenous children. Allied health professionals will be employed through Flinders University to supervise final year allied health students within the partnered health service or school.

This role is a key position that will support and assist allied health students and supervisors working as a team with schools, families, community, and the health service to improve engagement, coordination, and care integration. Working as part of a team, the Allied Health Assistant will be involved with health promotion, education and learning, Aboriginal and Torres Strait Islander student support, community engagement and project development. This includes a focus on establishing and progressing innovative education and career development pathways, notably an IAHA Aboriginal Health Academy site for Aboriginal and Torres Strait Islander young people. The Allied Health Assistant will also be a key point of contact for external stakeholders, supporting IAHA to maintain positive relationships with and influence others who play roles in supporting the success of IAHA's work.

### **Organisational Environment**

IAHA is a national, community controlled, not-for-profit and member based Aboriginal and Torres Strait Islander allied health organisation. IAHA was established in 2009, from a network of committed allied health professionals and is now a registered company limited by guarantee. IAHA has a growing Secretariat with offices based in Canberra, Darwin, Katherine, Lismore, and Sydney, supporting a Board of Directors and 1500 members nationally. Further information on IAHA, our membership, activities and projects can be found on our website [www.iaha.com.au](http://www.iaha.com.au).

IAHA appreciates all people working in Aboriginal and Torres Strait Islander health and wellbeing including a holistic approach to health care; the value of education and other social determinants; the right to self-determination for Aboriginal and Torres Strait Islander people; their cultures, spirituality and traditions of wellness and health. IAHA's vision is that all Aboriginal and Torres Strait Islander people and future generations are thriving in ongoing connection to self, spirit and place.

IAHA focuses on five strategic areas of work to:

- **Strengthen** and engage our IAHA membership.
- **Grow** the Aboriginal and Torres Strait Islander allied health workforce through access and entry, effective pathways, promoting and support for allied health careers, skills development and retention.
- **Transform** the allied health and wider workforce by building culturally safe and responsive health and education systems.
- **Lead** in the Indigenous health and allied health sectors to ensure Aboriginal and Torres Strait Islander led solutions and approaches to policy and program development.
- **Connect** with and promoting connectedness with IAHA members, Aboriginal and Torres Strait Islander people, families, communities, and cultures.

### **Working conditions, benefits, and salary packaging**

IAHA operates under a distributed leadership and cultural governance model to ensure that IAHA programs, activities and services are delivered and implemented in a culturally safe and responsive manner by all staff and directors.

IAHA is recognised by the Australian Tax Office as a Health Promotion Charity and salary packaging is available to all employees to increase take home pay. Free onsite parking is available for staff at the Canberra and Darwin offices.

IAHA is committed to supporting personal, cultural, and professional development opportunities for employees. IAHA provides all employees access to Employee Assistance Program (EAP), including access to Aboriginal and Torres Strait Islander providers in addition to an annual social and emotional wellbeing allowance.

In line with the IAHA Leave Policy, employees are entitled to flex time as approved in advance. IAHA provides a diverse range of leave entitlements additional to recreational and personal leave including cultural leave, bereavement/compassionate leave, emergency services leave, special leave, paid parental leave and pandemic leave.

### **Location**

The Allied Health Assistant Officer position will be based in Katherine, NT. Travel will be required, including interstate travel and travel to remote locations.

## Duties

The Allied Health Assistant will play a crucial role in supporting allied health student placements and working within a team to:

- Assist with the delivery of IAHA Academy programs towards Allied Health education and training.
- Under supervision, develop and deliver programs and projects that promote education, training, employment, and health workforce development in Allied Health with Aboriginal and Torres Strait Islander people.
- Support student placements by working closely with Flinders NT allied health supervisors, and academic staff.
- Develop and maintaining relationships with Aboriginal and Torres Strait Islander high school students, university students, communities, organisations, and stakeholder.
- Complete a range of administrative tasks as required within the role- filing, data entry,
- Liaise and coordinate activity with a wide range of partners and stakeholders, across Government, non-Government, community, and corporate sectors, including both Indigenous and non-Indigenous health, educational, professional, and service delivery bodies.
- Assist the IAHA Academy in promoting IAHA and its activities to communities, schools, universities, Aboriginal and Torres Strait Islander organisation and other stakeholders.
- Undertake program evaluation, monitoring, and analysis for continuous improvement to meet the needs and aspirations of members and communities.
- Provide administrative support to the Director Workforce Development and NT Academy.
- Undertake other duties as directed.

## Selection Criteria

1. Demonstrated experience in engaging and working with Aboriginal and Torres Strait Islander peoples, communities, and stakeholders in achieving successful outcomes.
2. Well-developed knowledge of the Katherine region cultures and context and the ability to work in a culturally safe and responsive manner.
3. Demonstrated knowledge of the social, cultural and economic determinants, and how they relate to access to services and the health and wellbeing of Aboriginal and Torres Strait Islander people and communities.
4. Demonstrated organisational skills, interpersonal and negotiation skills with the capacity to manage competing priorities to deliver on programs and services within a timely manner.
5. Demonstrated ability to work as a member of a multidisciplinary team, including the ability to work under delegation, within scope of practice and to seek assistance when required.
6. Hold a valid Working with Children Clearance, Driver's License, a National Police Clearance and must be fully vaccinated against COVID-19 (under the public health COVID-19 ***Directions under section 52 of the Public and Environmental Health Act 2011***)
7. A Certificate IV in Allied Health Assistant qualification or equivalent training or willingness to work towards obtaining the qualification.

## **Desirable**

8. Experience in Allied Health Assistance, health or equivalent

## **How to Apply**

Please forward your cover letter addressing the selection criteria and desirable criteria along with your current CV to Kylie Stothers- [kylie@iaha.com.au](mailto:kylie@iaha.com.au) , before 5pm AEST, Friday, 6th October 2023.

