

## POSITION DESCRIPTION

**Position Title:**      **General Practitioner**

**Location:**            **Penrith**

### Overview of Health Service

Wellington Aboriginal Corporation Health Service (WACHS) aims to empower [targeted](#) Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community controlled model.

WACHS is an Aboriginal Community Controlled Health Service offering a Primary Health Care Service and an Integrated Care program, supported by 1 Doctor, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program, as well as a Human Resource / Financial Management section.

WACHS has also moved into supporting other regions through open tender process, which has resulted in the organisation taking on operational management of Moree Aboriginal Residential Rehabilitation Service, and more recently the addition of Aboriginal Primary Health Care services covering Western Sydney, Penrith and the Nepean Blue Mountains. Supporting all WACHS services and programs is a Quality Improvements Program, which incorporates consistent best practice processes across the organisation.

WACHS is a not-for-profit organisation that provides specific health and specialist programs to support clients/patients in addressing their health, wellbeing needs and issues in a culturally appropriate way. As well as providing these specific health related services, our service endeavours to provide self-determination and empower Aboriginal people in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, as well as other towns and communities through our regional programs to take control and responsibility for their health and well-being.

## **Purpose of Position**

The position provides whole person, comprehensive, coordinated and continued medical care for individuals, families and communities through Wellington Aboriginal Medical Service. (GWAHS)

## **Dimensions of the Position**

The position reports directly to the Team Leader Clinic.

## **Essential Criteria**

- The general practitioner is required to be appropriately trained and experienced in the discipline of general practice, and assessed as competent for the position in rural New South Wales.
- The general practitioner must abide by all legislative acts governing medical practice in New South Wales.
- Previous experience in providing health services to Aboriginal communities and a thorough working knowledge of health issues impacting on Aboriginal & Torres Strait Islander people.
- Previous experience working within a structured policy environment and the ability to implement and monitor staff compliance.
- Demonstrate a good standard of interpersonal and communication skills.
- Demonstrated ability to establish effective internal and external workplace relationships.
- Well-developed organizational and time management skills
- Demonstrated ability to work individually and as part of a team
- Awareness of and sensitivity to Aboriginal culture and history, and current issues affecting the lives of Aboriginal people.
- Knowledge and understanding of the issues that impact on Aboriginal people and Aboriginal communities
- Willingness to undertake professional training
- Current Drivers Licence
- Understanding of EEO, H&S, EAPS and Ethical works practices and the ability to implement and model these standards within the workplace.

## **Desirable Criteria**

- Aboriginality
- Preferable but not essential is Vocational Recognition through Fellowship with either the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM), or a recognised equivalent

## **Duties**

The primary duties of this position include, but are not limited to:

- Provide clinical services to advance the health of Wellington Aboriginal Corporation Health Service including specific services of general medical practice, emergency care and community health
- Contribute to the planning, delivery and evaluation of the primary health programs and services delivered by Wellington Aboriginal Corporation Health Service
- Contribute to the development of clinical policies and best practice services delivery in primary health care
- Actively implement the suit of EPC Items including Aboriginal Health Checks as part of routine planned care
- Provide client care in accordance with the ethics and standards of the medical profession
- Ensure that concise comprehensive, and accurate client records are maintained in a timely manner
- Maintain appropriate records that provide the service with timely and accurate reports
- Undertake professional development activities to ensure the continued delivery of best practice clinical care
- Participate in medical research and quality assurance programs to ensure safe and effective health care
- Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities
- Participate in meetings, supervision and performance reviews in accordance with organisational requirements
- Participate in organisational and community activities to advance the health of Aboriginal people
- Other duties as required, within your skills, experience and capacity

## **Aboriginal Ways of Working**

All employees of WACHS are required to personally demonstrate through consistent behaviour understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal clients, staff and communities.

## **Award Application**

The position holder will be employed under the Aboriginal Community Controlled Health Services Award. All entitlements for this position will be as per this Award.

Commencement date to this position will be negotiated with the successful applicant.

Continued employment to this position is subject to satisfactory completion of a six (6) month probationary period. The WACHS Board of Directors may terminate employment of the Position Holder during the probationary period. At the end of the probationary period the Team Leader will complete a performance report and discuss it with the probationer. WACHS CEO in consultation with WACHS Board of Directors has complete discretion over whether it decides to make an offer of employment after the probationary period. If the WACHS Board of Directors decides not to offer further employment at the end of the probationary period, the probationer will be given one weeks notice or payment in lieu.

### **Salary**

Salary will be negotiated with the successful applicant in line with relevant qualifications, skills, experience and funding capabilities.

Salary is paid on a weekly basis through direct credit into a financial institution nominated by the successful applicant.

Salary progression is based on satisfactory performance determined by an annual performance assessment review. Progression will be dependent on the organisation being able to sustain any increases within the budget.

### **WACHS Workplace Requirements**

Main requirements for this position are summarised below.

#### **Hours of Work**

WACHS works a 38 hour week with a compulsory 30 minute (unpaid) lunch break.

#### **Leave**

All leave entitlements are as per WACHS Leave Policy.

#### **Time Sheets**

Time sheets must be completed on a daily basis, signed and provided to the program manager by 9.00am each Monday. Individual staff must complete their own timesheets.

#### **Confidentiality**

Staff may be privy to information pertaining to the conduct and management of WACHS. At no time is this information to be removed from or discussed outside the business of WACHS. A confidentiality form is to be signed at the time of accepting appointment and an original lodged on each staff member's Personnel File.

## **Performance Assessment**

Performance by the occupant of the position is evaluated in accordance with the WACHS Staff Performance Appraisal System. All staff must participate in the Staff Appraisal process and any follow up supervision as required.

## **Policies and Procedures**

WACHS has adopted a set of corporate Policies and Procedures. Every staff member must comply with the documented Corporate Policies and Procedures. These will be varied from time to time and you must be familiar with and observe any changes. Failure to do so provides grounds for summary dismissal by the WACHS CEO in consultation with the Board of Directors.

## **Resignation**

If the occupant of this position resigns, one months notice must be given in writing.

If the occupant of this position fails to give the designated notice, WACHS has the right to withhold monies due to the employee to a maximum amount equal to the ordinary time rate of pay for the period of notice.

## **Superannuation**

WACHS will contribute the compulsory employer superannuation provision at the current legislative rate to a superannuation fund nominated by the successful applicant.

## **Salary Sacrifice**

Salary Packaging is available to all permanent employees and will be available to the successful applicant after satisfactory completion of a compulsory 6 month probationary period.

## **Termination**

Employment to this position may be terminated on the following grounds:

- (a) For misconduct, violence, threat of violence– summary termination by the WACHS Board Chairperson.
- (b) For breach of the WACHS *Policies and Procedures* – summary termination at the discretion of the WACHS Board Chairperson
- (c) For conviction of a criminal offence – summary termination by the WACHS Board Chairperson.
- (d) For three formal, written warnings of unacceptable behaviours and/or work performance including attendance at work – summary termination by the WACHS Board Chairperson at the time of the third written warning.
- (e) For redundancy – the typical provisions for this industry relating to redundancy will be applied.

- (f) For resignation – resignation must be in writing and must specify the date of resignation of employment.
- (g) For cessation of period of employment – as prescribed in the Letter of Offer of Employment

### **Dispute Settling Procedures**

Any grievance, complaint, or dispute, or any other matter raised by the employee or the respondent employer, engaged under this agreement, shall be settled in accordance with the procedures set out hereunder. The parties agree that no bans, stoppages, or limitations will be imposed prior to or during the time that this procedure is being followed.

- (a) If the occupant of the position has a grievance, complaint or dispute with the Board of Management.

The occupant of the position shall raise the disputed matter with the WACHS Chief Executive Officer (CEO) in the first instance. The WACHS CEO will attempt to resolve the matter within one week. If the matter remains unresolved after two weeks, the occupant of the position may refer the matter to the WACHS Board Chairperson. The WACHS Board Chairperson, if able, must answer the matter within one week. If the matter remains unresolved within two weeks, the matter will be referred to a mutually agreed independent arbitrator.

- (b) If the occupant of the position has or is the subject of a grievance, complaint or dispute with a member of the Senior Management Team, including the CEO.

The occupant of the position shall raise the disputed matter with the WACHS Board Chairperson if the matter is unable to be resolved with the Senior Management Team member or with the CEO. The WACHS Board Chairperson, if able, must resolve the matter within one week, otherwise the occupant of the position may refer the matter to a mutually agreed independent arbitrator.