



**NUNYARA**  
ABORIGINAL HEALTH SERVICE INC.



## Job & Person Specification

### Aboriginal Health Practitioner

The word Nunyara means Restored to health and comes from the language spoken by the Barnjarla people traditional owners.

Nunyara is an Aboriginal Community Controlled Health Service and is committed to meeting community needs by providing culturally appropriate primary health care and health promotion programs for the Aboriginal community in Whyalla, as well as education and advice to help families access the services they need from Government and mainstream services.

#### Organisations Values

##### Our values are Honesty, Respect and Integrity

<b>Honesty</b>	We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the organisation and with our consumers and partners by saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.
<b>Respect</b>	We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the organisation and with our consumers and partners by treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.
<b>Integrity</b>	We show integrity by honouring our values and the rules of our organisation, government and nation. This is shown in our dealings within the organisation and with our consumers and partners by doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

## Job and Person Specification

### POSITION SUMMARY

<b>Position Title</b>	Aboriginal Health Practitioner
<b>Classification Code</b>	Aboriginal and/or Torres Strait Islander Health Practitioner - Grade 4
<b>Type of Employment</b>	Fixed Term (Until May 2028)
<b>FTE</b>	1.0 FTE   75 hours per fortnight
<b>Position Created</b>	Pre 2012
<b>Last Review Date</b>	September 2025
<b>Next Review Date</b>	September 2026

### PERFORMANCE MONITORING

The incumbent is required to participate in a regular 1:1 Super Yarn meeting between supervisor and supervisee, in order to meet organisational, professional and personal objectives. Commonly referred to as a Performance Development Review, Supervision Meeting, or Appraisal. Which will include a review of employee's performance against the responsibilities, performance outcome measures associated with the position and demonstration of appropriate behaviours which reflect a commitment to the Nunyara Aboriginal Health Service Inc.

### QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>A South Australian current driver's licence and willingness to drive is essential.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Experience in providing services to Aboriginal communities</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Some Intra/Interstate travel may be required necessitating overnight absences and out of hours work.</li> <li>Some approved out of hours work may be required for which time in lieu (TOIL) arrangements may apply.</li> <li>The incumbent will be required to strictly observe the confidentiality of information received and given.</li> <li>Successful applicant must be prepared to submit to a National Police Clearance and DCSI checks.</li> </ul>
<b>Salary / Award</b>	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020

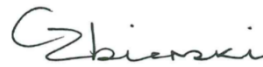
## Job and Person Specification Approval

Signature:



Date: 15<sup>th</sup> October 2025  
Position: Chairperson  
Nunyarra Aboriginal Health Service

Signature:



Date: 15<sup>th</sup> October 2025  
Position: CEO  
Nunyarra Aboriginal Health Service

## Team Structure

**Supervisor Reports to:**

**Supervisor's Position:**

**This Position:**

**Staff Supervised:**

*(This reporting relationship aligns with the organisation's planned transition to the future operating model. Implementation will occur in a staged and consultative manner, with affected staff engaged as responsibilities and reporting arrangements move under their supervision)*

Executive Operations Manager  
Clinic Manager  
Aboriginal Health Practitioner  
NIL

## OTHER POSITIONS WITHIN THE ORGANISATION

Chief Executive Officer, Executive Operations Manager, CQI & Projects Co-ordinator, Finance Manager, Clinic Manager, Practice Manager, Integrated Care Team Leader, Corporate Services Manager, Specialist Support Co-ordinator Support Co-ordinator, Aboriginal Disability Liaison Officers, Elder Care Co-ordinator Elder Care Connectors, Senior Clinic Receptionist, Chronic Care Co-ordinator Patient Journey & Visiting Service Co-ordinator, People, Culture & Capability Officer, Clinic Receptionists Maintenance Officer, Community Medical Practitioners, Practice Nurses Registered Nurses, Aboriginal Health Practitioners, Transport Officers

Visiting specialists & Health Professionals including:

- Respiratory Physician & Nurse
- Paediatrician
- Dietician
- Podiatrist
- Grief and Loss Counsellor
- ENT and Audiologist
- Optometrist
- Speech Pathologist
- Physiotherapist
- Psychologist
- Occupational Therapist

Contractors Including:

- Stock Management
- Medical Practitioner
- Medical Director
- Pharmacist

## Role Description

### OVERVIEW

The Aboriginal Health Practitioner is expected to provide a range of health functions of a clinical, preventative, rehabilitative or promotional nature under the general direction of other staff at the Aboriginal Community Controlled Health Service.

### Position Characteristics

The Aboriginal Health Practitioner is responsible for a range of tasks including:

- Assist in the provision of comprehensive primary health care and education of clients, in conjunction with other members of the health care team
- Assist with the provision of standard medical treatments in accordance with established medical protocols
- Collect and record data from clients which will assist in the diagnosis and management of common medical problems and medical emergencies
- In line with policies and programs established by the health team, participate in educating and informing the community about preventative health measures
- Undertake orientation and training programs as available
- Assess acutely ill patients and direct promptly to appropriate care

### Level Characteristics

The **Aboriginal Health Practitioner** position is classified at the Aboriginal Community Controlled Health Services Award 2020, **Grade 4** classification by the virtue of:

The following four roles are classified at Grade 4:

**(a) Aboriginal and/or Torres Strait Islander Health Worker Advanced (Advanced Health Worker - Practice)**

An Advanced Health Worker - Practice is a person who holds either a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice or equivalent. The employee independently undertakes a full range of duties, including dealing with the most complex matters. An Advanced Health Worker - Practice performs their duties with little supervision and may work as a sole practitioner remote from the health service.

**(b) Aboriginal and/or Torres Strait Islander Health Practitioner (Health Practitioner)**

A Health Practitioner who holds a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice and holds current registration with the Australian Health

Practitioner Regulation Agency (AHPRA) –Aboriginal and Torres Strait Islander Health Practice Board.

(NOTE: An Aboriginal and/or Torres Strait Islander Health Practitioner (protected title) are required by National legislation to maintain registration as a condition of their employment and hold a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice and must be classified as no less than a Grade 4 Level 2).

**Aboriginal and/or Torres Strait Islander knowledge and cultural skills—level 1** means:

**(a)** an understanding, awareness and sensitivity to Aboriginal and/or Torres Strait Islander culture and lore, kinship and skin relationships, local cultural values, the ability to conduct oneself in a culturally appropriate manner and an understanding that Aboriginal and/or Torres Strait Islander culture is not homogenous throughout Australia;

**(b)** where relevant, a knowledge of one or more relevant Australian Aboriginal and/or Torres Strait Islander language groups;

**(c)** an ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal and/or Torres Strait Islander clientele through knowledge of the relevant Australian Aboriginal and/or Torres Strait Islander community, the ability to effectively communicate with Aboriginal and/or Torres Strait Islander people, and a knowledge of cultural conventions and appropriate behaviour;

**(d)** an awareness of the history and role of Aboriginal and/or Torres Strait Islander organisations in the relevant region, an understanding of the organisations and their goals and the environment in which the organisations operate;

**(e)** the ability to function effectively at work in an Aboriginal and/or Torres Strait Islander organisation; and

**(f)** an understanding and/or awareness of the concepts of Aboriginal and/or Torres Strait Islander self-determination and Aboriginal and/or Torres Strait Islander identity.

## Working Relationships / Partnerships

The South Australian West Coast ACCHO Network (SAWCAN) is a partnership consortium consisting of five ACCHOs on the Eyre Peninsula and Far West Coast of South Australia:

1. Nunyara Aboriginal Health Service
2. Port Lincoln Aboriginal Health Service
3. Yadu Health Aboriginal Corporation
4. Tullawon Health Service
5. Oak Valley Health Service

The purpose of SAWCAN is to work collaboratively as a region to:

- Build capacity within the region to achieve improved health and wellness outcomes for Aboriginal people
- Demonstrate a strengths-based approach to achieving large scale solutions
- Share and co-operate with each other to utilise each other's skills, experience and specialist knowledge
- Leverage opportunities by advocating as one voice
- Become a central point of contact that provides advice and direction to external parties on any Aboriginal specific funds and programs coming into our region as it relates to health and wellbeing
- Act as a point of truth telling and supporting each other

In addition to Nunyara's employees, this position will work closely with all members of SAWCAN.



## Key Performance Indicators

### Aboriginal Health Practitioner

The Aboriginal Health Practitioner will use the Key Performance Indicator Section of this Job and Person Specification to continually assess their performance against the key tasks, and update and add to these indicators at regular intervals. The Key Performance Indicators are an integral element of measuring the achievements of the position and should be utilised as an ongoing tool in order to evaluate the position and service provided.

KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
<b>Clinical Care Delivery</b>	Assess health needs and provide direct clinical care within scope (chronic conditions, referrals, advocacy). Undertake care plans, health checks, POC and assessments.	Patient needs are assessed and appropriate clinical services delivered. Consultations are evidenced through activity data and patient records.			
<b>Patient Follow-Up &amp; Continuity of Care</b>	Contact patients to maintain continuity of care (e.g. recalls, immunisation status, 715 bookings). Update patient records accordingly.	Patients are contacted via phone/letter. Accurate and up-to-date records maintained in PIRS. Evidence available via recall systems and statistics.			
<b>Clinical Observations &amp; Pre-Consult Support</b>	Conduct patient observations (e.g. vitals, baby checks) prior to GP consultation.	Observations are completed and recorded. Practitioner identifies and responds to abnormal results appropriately.			
<b>Acute Care &amp; Triage</b>	Attend to walk-in patients including wound care, trauma, acute illness and first aid. Triage and escalate where required.	Walk-in patients are managed appropriately and safely. Actions are documented in clinical notes.			



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KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
<b>Intervention Planning &amp; Health Promotion</b>	Plan, implement and review interventions including referrals, screening, advocacy, consultations, case conferencing, and health education.	Comprehensive patient notes reflect appropriate assessments and interventions. Participation in care planning is evident. Health education is current and relevant.			
<b>Clinical Environment &amp; Team Participation</b>	Maintain a clean and hygienic clinic environment. Restock rooms. Participate in duties, meetings, audits and accreditation activities.	Clinic environment is maintained. Active participation is evidenced through checklists, meeting minutes and feedback.			
<b>Health Checks &amp; NKPI Reporting</b>	Conduct Adult and Child Health Checks using recall systems and reports to support NKPI data.	Health checks and follow-ups are completed and evidenced through reporting and statistics.			
<b>Clinical Support &amp; Medication Administration</b>	Provide clinical support as directed by GP/RN. Administer medications in line with standing orders and policies.	GP and RN confirm adherence to instructions. Medications administered safely and appropriately.			
<b>Primary Health Care Delivery</b>	Deliver quality primary health care independently and within a multidisciplinary team.	Timely and appropriate care is provided. Evidence of collaboration and referrals in clinical records.			
<b>Resource Coordination &amp; Health Promotion</b>	Identify and coordinate culturally appropriate resources and programs for Aboriginal clients.	Resources are utilised effectively. Practitioner demonstrates access to and use of appropriate materials.			



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<b>KPI Area</b>	<b>Responsibilities / Key Tasks</b>	<b>Expected Outcomes / Measures</b>	<b>Employee Comments</b>	<b>Supervisor Comments</b>	<b>Rating</b>
<b>Community Engagement &amp; Advocacy</b>	Encourage community participation, identify health needs and promote services.	Evidence of advocacy and engagement. Community feedback and participation demonstrated.			
<b>Service Improvement &amp; Cultural Safety</b>	Contribute to redesign of care, identify service gaps, and support culturally appropriate practices.	Contributions to improvements are documented. Examples of advocacy and innovation provided.			
<b>Policy &amp; Procedure Development</b>	Identify gaps between practice and policy and contribute to improvements.	Demonstrated input into policy/procedure updates and service improvements.			
<b>Clinical Governance &amp; Supervision</b>	Work under direction of GP and RN. Follow clinical instructions and guidelines.	GP/RN confirm compliance and adherence to clinical direction.			
<b>Clinical Best Practice (CARPA)</b>	Apply CARPA Standard Treatment Manual in clinical decision-making.	Evidence of CARPA utilisation in clinical practice.			
<b>Documentation &amp; Records Management</b>	Record all client interactions in PIRS accurately and promptly.	Notes are concise, accurate and compliant. Evidence available in system audits.			
<b>Team Collaboration</b>	Consult with AHPs, GPs, RNs and other team members to inform care.	Positive team feedback. Evidence of collaborative care in records.			



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<b>KPI Area</b>	<b>Responsibilities / Key Tasks</b>	<b>Expected Outcomes / Measures</b>	<b>Employee Comments</b>	<b>Supervisor Comments</b>	<b>Rating</b>
<b>Meetings &amp; Reporting</b>	Participate in meetings, case conferences, debriefs and PDR processes. Submit reports and requests as required	Attendance and participation recorded. Reports are timely and accurate.			
<b>Quality Improvement</b>	Participate in audits, program reviews and performance monitoring activities.	Evidence of involvement in quality improvement activities through documentation and feedback.			
<b>Community Screening Activities</b>	Facilitate or participate in community screening and health promotion events (e.g. NAIDOC, expos).	Participation in community activities is evidenced, with a minimum of two activities annually.			
<b>Reporting &amp; Planning</b>	Contribute to Annual Report and Action Plan. Lead a focus area (e.g. chronic disease, immunisation).	Reports submitted on time with relevant data. Evidence of leadership and program development in chosen area.			
<b>Professional Development &amp; Registration</b>	Maintain CPD requirements and AHPRA registration.	Registration remains current. CPD requirements are met and documented.			

*\*\*These KPI's may be changed from time to time in consultation with Nunyara and the employee\*\**

## Scope of Work

### 1. Teamwork and Communication

- Promote the role and services of Nunyara; foster positive working relationships; contribute to committees and planning

### 2. Documentation and Administration

- Maintain accurate records; provide reports and statistics; ensure confidentiality; assist with policy development

### 3. Quality Improvement

- Participate in CQI, accreditation and mandatory training; support WHS and infection control

### 4. Professional Development

- Maintain registration; complete mandatory training; mentor staff and students; contribute to education programs

### 6. Customer Service

- Deliver respectful, culturally safe service; support client decision-making; uphold confidentiality and values

### 7. Organisational Contribution

- Participate in planning, meetings, and organisational initiatives; support colleagues; foster positive workplace culture

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## GENERAL

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination and will contribute to these objectives by:

- Contribute to the achievement of outcomes, as identified in the Nunyara Strategic and any Activity Plans by:
- Comply with policies, procedures, and codes of conduct
- Contribute to risk management and WHS including identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace and correctly utilising PPE
- Uphold privacy, confidentiality, and records management
- Participate in continuous improvement, cultural awareness training and performance reviews
- Comply with and have a working knowledge and understanding of Infection Control policies and procedures.
- Promoting awareness and compliance with Equal Employment Opportunity principles.



- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.

*This Position Description will be reviewed regularly, at least every 12 months, and when necessary during the course of the 12 months, by the Supervisor together with the incumbent. This regular review will ensure the Position Description is up to date and accurately reflects the duties carried out by the incumbent.*

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**Date:** \_\_\_\_\_

**Acknowledged by Occupant (Signature):** \_\_\_\_\_

**Please print your First and Last name:** \_\_\_\_\_

## Selection Criteria

### Essential Minimum Requirements

[including qualifications, skills, experience and knowledge]

1. Certificate IV in Aboriginal Torres Strait Islander Primary Health Care
2. AHPRA Registered
3. Ability to liaise with Aboriginal persons, health service providers and relevant agencies to encourage cooperation and participation in activities associated with Key Performance Indicators;
4. A knowledge of the issues affecting the health of Aboriginal persons;
5. Ability to be punctual, motivated, responsible and accountable for work activities, whilst having the ability to respond to directives in relation to the running of clinic activities
6. Ability to use discretion and maintain confidentiality;
7. Undertake training and development relevant to position and own Continual Professional Development;
8. Ability to work within a team;
9. Computer and word processing skills;
10. High standard of written and verbal communication skills;
11. Experience in dealing with a diverse range of clients and customers, especially Aboriginal and Torres Strait Islander people;
12. A knowledge and understanding of Work Health and Safety Act and Risk Management principles and Equal Employment legislation;

### Desirable Minimum Requirements

[to distinguish between applicants who have met all essential requirements]

1. Senior First Aid Certificate;
2. Ability to liaise with and promote healthy lifestyle choices to the Whyalla Aboriginal community;
3. Prior experience working in Aboriginal health;
4. An understanding of the role of the Nunyara Aboriginal Health Service