

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

POSITION DESCRIPTION

Position Title:	Northern Health Allied Health Aboriginal Cadetship
Business Unit/Division:	Allied Health & Partnerships
Award Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers, and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025
Classification:	Grade 2 Allied Health Assistant (IN29)
Employment Type:	Casual
Reports to:	Senior Clinicians Allied Health Clinical Leaders Allied Health Associate Directors
Date Prepared/Updated:	November 2025

ROLE STATEMENT

General Role Statement:

The Northern Health Allied Health Aboriginal Cadetship offers paid employment experience and cultural and clinical support to Aboriginal students undertaking studies within an Allied Health discipline currently represented in the workforce of Northern Health.

The successful applicant will be supported to work in an Allied Health Assistant role to enhance the development of their skills and knowledge in health and their discipline to assist with the successful completion of their studies. Cadets will work under the supervision of clinicians to observe and provide appropriate clinical care across an array of specialities. Additional support and development opportunities will be provided to cadets via the Aboriginal Support Unit (Narrun Wilip-giin) and the Allied Health Education team. Opportunities will also be provided to network with other cadets at Northern Health working across other disciplines.

The role is a casual position where you may be required to travel and work across the various Northern Health campuses. Allocation of shifts will be flexible and will work around the study requirements of the successful candidate.

Compliance with mandatory training including the Cultural Safety online modules as per NH Policy is a requirement of this role. Failure to complete this training within required timeframes may result in a suspension of duties until training is completed.

This position will provide an opportunity to develop your skills across the following areas:

Clinical Practice

- Demonstrate a client focus in the provision of care
- Implement appropriate intervention as agreed, under the supervision of a therapist
- Document information relating to clients / patients under the supervision and direction of therapist
- Supervise / instruct patients in the use of aids / appliances / equipment
- Report and provide feedback to therapists on patient care
- Transport patients and /or equipment as required
- Has knowledge of culturally and linguistically diverse communities (CALD)
- Has knowledge of Aboriginal and Torres Strait Islander communities

- Uses interpreters with Limited English proficiency (LEP) patients/ clients as required

Equipment and Resources

- Able to check, replace, maintain and clean equipment as required
- Able to ensure stock levels for equipment are maintained
- Ensure safe and tidy organization of equipment
- Able to deliver / transport equipment as required

Organisational/Business Skills

- Able to respond to referrals within agreed time frames
- Able to prioritise caseload with assistance of supervisor
- Able to liaise with staff to timetable activity
- Able to co-ordinate and carry out administrative tasks as required by department
- Able to use computer skills to streamline and communicate administrative tasks
- Other duties as directed

Professional Development

- Utilise opportunities to develop a professional knowledge and skill base
- Actively participate in supervision as per the departmental guidelines
- Has an understanding of the therapist's application of evidence based practice
- Participate in staff meetings and in-service programs

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Innovation and Culture Change

- Participate in provision of feedback regarding experience as an Allied Health Aboriginal Cadet to assist in improving future iterations of the program.

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

Essential:

To be considered for this role you must:

- Be of Aboriginal and/or Torres Strait Islander descent
- Be enrolled in an allied health course that leads to a nationally recognised qualification, including a bachelor's degree, diploma, graduate certificate, graduate diploma or master's degree
- Have progressed beyond first year of study
- Maintain a pass grade in all subjects
- Currently reside in Victoria or a cross-border community
- Current National Police and Working with Children History Check
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Desirable:

- Demonstrated team work experience
- Track record of ensuring service provision and clinical care is client focussed and puts patient experience at the forefront.
- Demonstrated negotiation and effective interpersonal skills.
- Demonstrated effective verbal and written communication skills.
- Must have a willingness to participate in service delivery activities and demonstrate a commitment to continued quality improvement.
- Possess self-management skills with an ability to meet timelines and priorities competing demands.
- Commitment to ongoing professional development
- Competent computer skills particularly in Word processing, Excel spreadsheets, email and Internet use
- Basic understanding of invoicing, ordering and billing practices
- Ability to set up and maintain systems for equipment maintenance and patient appliance tracking
- An understanding of the cultural diversity of the community.

Other Requirements:

- In accordance with the Equal Opportunity Act (2010), this is an Aboriginal and Torres Strait Islander Identified position.

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: