

JOB DESCRIPTION

Position Title	Aboriginal Community Research Assistant	Level	A
Reports to (role)	Project Coordinator		
Team	Children's Lung Health Team		
Location	Broome, Western Australia		

PURPOSE OF POSITION

Based in Broome, the Aboriginal Community Research Assistant will work in partnership with the Telethon Kids Institute and Broome Regional Aboriginal Medical Service (BRAMS) to ensure all aspects of research are conducted in a culturally appropriate manner. The role will involve recruitment, data collection and management.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Community Consultation	<ul style="list-style-type: none">• Provide cultural advice/awareness for the Many Healthy Lungs Project to ensure community consultation is culturally appropriate.• Assist with the organisation of Aboriginal Governance Group meetings.• Contribute to newsletters, information letters, posters, pamphlets and other print materials.• Engage with the community and identify key individuals or organisations to promote the project.	<ul style="list-style-type: none">• Positive feedback from community and governance group members

Recruit Participants	<ul style="list-style-type: none"> • Raise awareness about study • Visit community groups and organisations to promote the Many Healthy Lungs Project • Provide information and explain the study to potential participants and their families • Obtain consent from individuals to participate in the study 	<ul style="list-style-type: none"> • Number of participants attending for study visit • Positive feedback from participants
Data Collection	<ul style="list-style-type: none"> • Explain the study and help obtain informed consent from families to participate in research • Administer screening and extended health questionnaire in a culturally appropriate manner • Undertake lung function testing 	<ul style="list-style-type: none"> • Positive feedback from study participants • Positive feedback from project coordinator
Research Administration/Other	<ul style="list-style-type: none"> • Assist with ethics applications and amendments • Assist with entering and checking data • Maintain records for the project according to Good Clinical Practice Guidelines • Respond to email and telephone calls 	<ul style="list-style-type: none"> • Entering data within a given time frame • Positive feedback from Project Coordinator
Team Membership	<ul style="list-style-type: none"> • Work cohesively and collaboratively with others - both internal (direct team members) and external (other institute staff, collaborative members) 	<ul style="list-style-type: none"> • Positive feedback from team members and collaborators
Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications: <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	Certificate IV Aboriginal and/or Torres Strait Islander Primary Health Care Practice or equivalent experience
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none">• Demonstrated knowledge and understanding of Aboriginal health and wellbeing.• Demonstrated experience in providing health information to communities, families and individuals in a culturally appropriate way.• General office skills such as email and word.• Ability to visit community organisations and stakeholders to promote and recruit for the project.• Obtaining and maintaining a Western Australian Working with Children Check is mandatory.• Have own transport and valid driver's license.

DIRECT REPORTS	PhD Candidate
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Approved by:	Graham Hall
Date approved:	13/8/19
Reviewed by P&C:	28/8/19