

# JOB DESCRIPTION



Position Title	Aboriginal Research Assistant	Level	A
Reports to (role)	Research Officer, Chief Investigator Koorlungkas Yarning Language project		
Team	Ear Health		
Location	Metropolitan Perth		

## PURPOSE OF POSITION

Working with Speech Pathologists and members of the Kooringkas Yarning project team to engage Aboriginal families. Be the liaison for Aboriginal families and provide cultural advice for the project team.

## KEY RESPONSIBILITIES

Key	Tasks required to achieve Key Responsibilities	Measures
Speech Pathology support	<ul style="list-style-type: none"> <li>- Assist in providing cultural knowledge and advice that respects Aboriginal ways of knowing and doing</li> <li>- Undertake training in language development (theory), clinical skills and working with families (on the job)</li> <li>- Work with families to promote and support community and language development either as groups or 1:1</li> <li>- Encourage strengths-based approach to language development</li> <li>- Provide main point of contact / liaison for families</li> <li>- Complete and maintain family contact forms as provided</li> </ul>	<p><i>Meet training objectives</i> <i>Good relations established with families</i></p> <p><i>Families informed of project activities</i> <i>Forms completed</i></p>
Support research activities	<ul style="list-style-type: none"> <li>- Obtain signed consent forms from parents for them and their children to participate</li> <li>- Provide a clear overview of the project and explain expectations of their participation. Answer any questions, referring to other members of the project team as needed</li> <li>- Maintain good relationships with participants and relevant community organisations and agencies</li> <li>- Maintain neat and organised data files in line with Procedures Guidelines</li> <li>- Undertake Good Clinical Practice training</li> <li>- Attend Professional Development activities as relevant</li> </ul>	<p><i>Consent forms received for all participants</i> <i>Families informed and aware of the project, it's aims and outcomes, and participants understand their commitment to project activities</i></p> <p><i>Well maintained data files</i> <i>Certificate of completion for GCP PD certification with approval of supervisor</i></p>
Community consultation	<ul style="list-style-type: none"> <li>- Liaise with community to support and advise the project team of their needs</li> <li>- Raise awareness and promote the study within community</li> <li>- Assist with the organisation of community gatherings</li> <li>- Participate in ACAG meetings as needed</li> </ul>	<p><i>Participants feel safe and know who to contact around queries</i> <i>Participants attending sessions</i> <i>Attend ACAG meetings &amp; follow-up actions from meetings</i></p>

Liaise with Urban Aboriginal Ear Health Team	- Provide cultural advice/awareness for the ear health team regarding language development	<i>UAEH team informed of cultural values around early language</i>
<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Identify and assess workplace hazards and apply hazard controls</li> <li>➤ Report every workplace injury, illness or near miss, no matter how insignificant they seem</li> <li>➤ Abide by Telethon Kids Institute policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Responsibilities are embedded in work practices</li> <li>➤ Hazards are effectively managed or reported</li> <li>➤ Accidents and incidents are reported in a timely manner</li> <li>➤ All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>

## ESSENTIAL CRITERIA

<b>Qualifications:</b> (what are the minimum educational, technical or professional qualifications required to perform the role)	<ul style="list-style-type: none"> <li>➤ Qualifications in Early Childhood studies or similar demonstrated experience in that area</li> </ul>
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## Essential skills, knowledge & experience

- Demonstrate a flexible approach to working with parents and families
- Demonstrate excellent team working skills as well as ability to work independently
- High level of interpersonal and verbal communication skills and sound level of written communication skills
- Good computer skills using Microsoft Office and word processing
- Ability to travel within Perth Metropolitan area

## DIRECT REPORTS

List by job title any positions to be supervised by this role

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<b>Approved by:</b>	<i>Victoria Stroud</i>
<b>Date approved:</b>	<i>20/3/19</i>
<b>Reviewed by P&amp;C:</b>	<i>20/3/19</i>