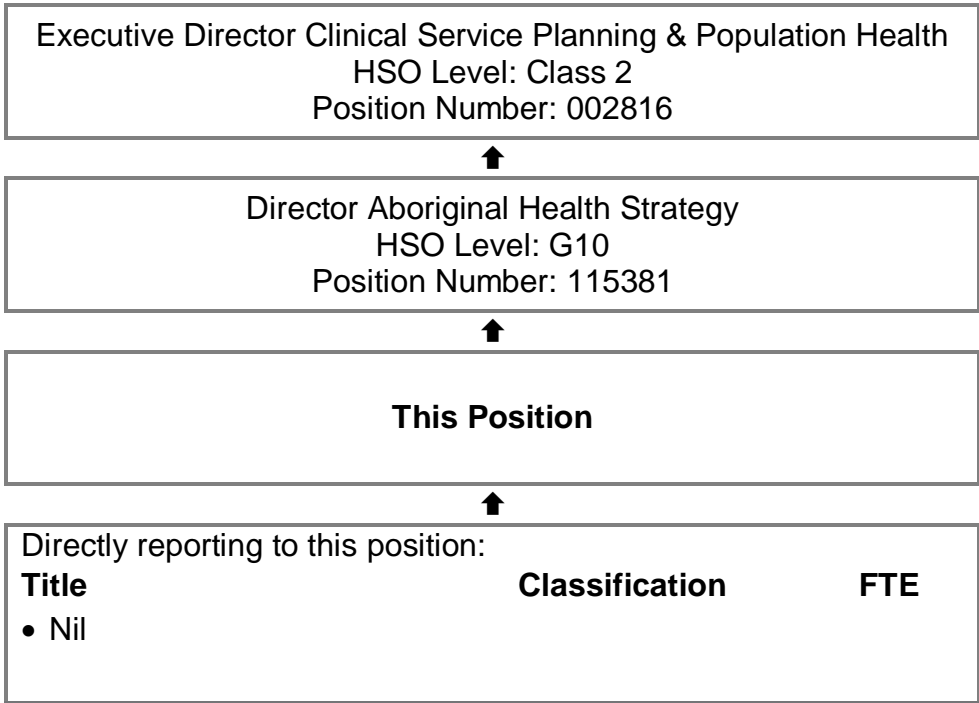




**HSS Registered**

**Senior Program Officer – Aboriginal Health Strategy**  
**Health Salaried Officers Agreement: HSO Level G7**  
**Position Number: 111488**  
**Clinical Service Planning and Population Health**  
**South Metropolitan Health Service**

**Reporting Relationships**



- Also reporting to this supervisor:
- Senior Program Officer, HSO G7, 2.0 FTE
  - Aboriginal Employment & Traineeship Coordinator HSO G6
  - Project Support Officer HSO G5

**Key Responsibilities**

In collaboration with internal and external key stakeholders including community, responsible for planning, developing and delivering initiatives that improve the Aboriginal patient experience.

## Brief Summary of Duties (in order of importance)

### 1. Leadership

- 1.1 In consultation with the Director Aboriginal Health Strategy and key stakeholders, including community, leads the planning, implementation and evaluation of key Aboriginal health strategies.
- 1.2 Effectively leads and manages cultural complexity and promotes cultural appropriateness in South Metropolitan Health Service (SMHS) services.
- 1.3 In liaison with the Communication team develops effective and culturally appropriate communication strategies to promote initiatives within the health service.
- 1.4 With the Director Aboriginal Health Strategy, collaborates with Aboriginal health and primary health care providers to identify and prioritise activities to improve the patient experience and journey.
- 1.5 Participates in policy development, the planning and development of programs aimed at improving the patient experience and health outcomes for Aboriginal peoples.
- 1.6 Identifies and provides advice, as appropriate, in the areas of cultural security, workforce and community needs that may have cultural, resource or policy implications.

### 2. Liaison and Partnerships

- 2.1 Represents SMHS on relevant internal and external working groups and committees.
- 2.2 Builds effective partnerships with internal and external stakeholders to ensure the delivery of integrated health care within the area health service.
- 2.3 Initiates and maintains meaningful community input to ensure a planned and appropriate Aboriginal patient experience and journey.

### 3. Education and Training Development

- 3.1 Develops in collaboration with key stakeholders appropriate education and training to build the cultural knowledge and understanding of all SMHS staff and the broader health community.
- 3.2 Participates in research related to the health needs of the Aboriginal community.

### 4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

**Work Related Requirements**

**Essential Selection Criteria**

1. Aboriginality (under Section 50D Equal Employment Opportunity Act) is essential to this position.
2. Demonstrated skills and understanding of Aboriginal issues both as a patient and an employee within a 'mainstream' health service.
3. Demonstrated experience in program development, planning, implementing and evaluating within a health environment. .
4. Highly developed interpersonal and organisational skills, verbal and written communication and proven ability to build and maintain relationships with key stakeholders.
5. Extensive knowledge and understanding of Aboriginal family structure, culture and customs and its impact on the health of Aboriginal people and their communities
6. Current “C” or “C.A.” class drivers licence.

**Desirable Selection Criteria**

1. Knowledge and understanding of the health environment and faced particularly by rural patients.
2. Well-developed knowledge and skills in using a variety of computer software packages
3. Tertiary qualifications in health, behavioural or social science, or other relevant qualification or extensive relevant experience
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Appointment Prerequisites**

Appointment is subject to:

- Current “C” or “C.A.” class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

**Certification**

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>			
<b>Nola Naylor</b>		<b>HE28122</b>	<b>15/12/2016</b>
<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>			
<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b> 15/12/2016			
<b>HSS Registration Details (to be completed by HSS)</b>			
<b>Created on</b>		<b>Last Updated on</b>	20/01/2017 he98151