



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

| | | | |
|----------------------------------|-------------------------------------|------------------------|--|
| WA COUNTRY HEALTH SERVICE | | Position No: | 608155 |
| Division: | Wheatbelt | Title: | Manager Wheatbelt Aboriginal Health Service |
| Branch: | Population Health Unit | Classification: | HSO G-8 |
| Section: | Wheatbelt Aboriginal Health Service | Award/Agreement | Health Salaried Officers Agreement |

Section 2 – POSITION RELATIONSHIPS

| | | |
|-----------------------|------------------------|---|
| Responsible To | Title: | Regional Director Wheatbelt Region |
| | Classification: | HSO Class 1 |
| | Position No: | 607224 |
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| Responsible To | Title: | Director Population Health |
| | Classification: | HSO G-11 |
| | Position No: | 607228 |
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| This position | Title: | Manager Wheatbelt Aboriginal Health Service |
| | Classification: | HSO G-8 |
| | Position No: | 608155 |
| ↑ | | |

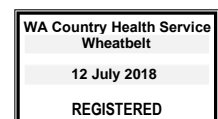
OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

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|---|
| Title |
| Manager Public Health |
| Manager Primary Health (Avon & Central) |
| Manager Primary Health (Eastern) |
| Manager Primary Health (Southern) |
| Manager Primary Health (Western) |
| Business Manager Population Health |

| Positions under direct supervision: | | | Other positions under control: | |
|-------------------------------------|---|-----|--|----------|
| Position No. | Title | FTE | Category | Number |
| 608159 | Clinical Nurse Manager – Aboriginal Health (RN SRN 2) | 1.0 | Clinical Nurse Managers RN SRN L2 (Various) | 2.21 FTE |
| 613245 | Social Worker HSO P-2 | 1.0 | 613765 Counsellor – Bringing them Home Program | 1.0 FTE |
| 608158 | Health Promotion Officer HSO G-5 | 2.0 | Registered Nurses (Various) | 4.28 FTE |
| 613921 | Health Promotion Officer HSO G-5 | 1.0 | Aboriginal Health Professionals (Various Categories) | 23.5 FTE |
| 607168 | Health Promotion Officer HSO G-3 | 1.5 | | |
| 608157 | Administration Officer HSO G-2 | 1.0 | | |

Section 3 – KEY RESPONSIBILITIES

Responsible to the Director Wheatbelt Population Health Unit – Wheatbelt Health Region for the strategic leadership, management, development, implementation and evaluation of Aboriginal health programs that minimise the risk of disease and injury and enhance the health and well being of the Aboriginal community within the Wheatbelt region.



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

| Duty No. | Details | Freq. | % |
|----------|--|-------|-----------|
| 1 | PLANNING AND PROGRAM MANAGEMENT | | 30 |
| 1.1 | Participates in the development of strategic health care plans for the WACHS - Wheatbelt Health Region, Wheatbelt Population Health Unit and the Wheatbelt Aboriginal Health Service. | A | |
| 1.2 | Develops an annual business plan for the delivery of primary health care services for the Wheatbelt Aboriginal Health Service in accordance with the scope, quality, cost & timeliness specifications in the contract for the district. | A | |
| 1.3 | Liaise and consult with key stakeholders, including personnel, community groups, local government authorities and other government agencies on the provision of Aboriginal health services to the Wheatbelt community, within a evidence based best practice framework. | R | |
| 1.4 | Oversees the health service planning, development, implementation and evaluation of Aboriginal health, allied health and community health nursing clinical service activities and primary health care and health promotion programs in accordance with operational planning. | D | |
| 1.5 | Coordinates service planning and development, including the design and implementation of service delivery changes and the development of clinical governance policies and processes in primary health service practice. | D | |
| 1.6 | Administers and manages the deployment of Aboriginal health, allied health, community health nursing and health promotion staff to ensure the effective and efficient achievement of health service objectives, particularly in the Northam catchment area. | D | |
| 1.7 | Coordinates epidemiological and applied research into Aboriginal health service planning and programs. | R | |
| 1.8 | Ensures that the WAHS is actively addressing the identified needs as outlined in the WACHS-Wheatbelt Region Aboriginal Health Strategic Plans. | R | |
| 1.9 | Provides effective financial management of the identified unit budget, including managing in accordance with delegations, authorising and monitoring expenditure, allocating resources, reporting on exceptions and variations and preparing annual budget. | D | |
| 1.10 | Ensures appropriate evaluation mechanisms are undertaken and that stated health care outcomes are achieved. | R | |
| 2 | HUMAN RESOURCE MANAGEMENT | | 30 |
| 2.1 | Provides effective human resource management of Aboriginal health, allied health, community health nursing and health promotion staff, including coordinating the recruitment, selection, orientation and induction of new staff. | R | |
| 2.2 | Facilitates the effective functioning of the Wheatbelt Aboriginal Health Service team through appropriate supervision, mentoring, reflective practice, clinical/professional reasoning, performance development and staff development (training /education). | D | |
| 2.3 | Promotes effective relationships and communication within and between all disciplines, departments and agencies. | D | |
| 2.4 | Facilitates staff support and counselling as appropriate. | R | |
| 2.5 | Assists with staff demonstrating performance difficulties. | O | |
| 3 | LEADERSHIP | | 20 |
| 3.1 | Maintains effective working relationships and communication between the Wheatbelt Aboriginal Health Service and the Aboriginal community by recognising the need for cultural security for clients. | D | |
| 3.2 | Participates in the Wheatbelt Population Health management team, provides specialist advice and assistance to the Director, Population Health on Aboriginal health, allied health, community health nursing and health promotion issues. | R | |
| 3.3 | Identifies the critical health care and service delivery issues and trends and their implications for the planning and delivery of Aboriginal health programs in the Wheatbelt. | R | |
| 3.4 | Provides leadership and participates in the implementation of the overall quality improvement program for the service, including district accreditation. | R | |
| 3.5 | Identifies and facilitates accuracy and timeliness of data collection, interpretation and feedback mechanisms as per health service policies | R | |
| 3.6 | Oversees research activities in line with the organisation's research program. | O | |
| 4 | CAPACITY BUILDING | | 10 |
| 4.1 | Facilitates support, guidance and resources to Aboriginal health, allied health, community health nursing and health promotion staff and other professionals in the development, planning, implementation and evaluation of population health programs. | R | |
| 4.2 | Liaises with key stakeholders, the Wheatbelt Regional Aboriginal Health Planning Forum and coordinates the Community Advisory Council on the provision of health services to the Aboriginal population. | R | |
| 4.3 | Facilitates the development of long term sustainable health services that are capable of being handed over to an Aboriginal community controlled organisation | R | |
| 4.4 | Assists in the development and management of formal agreements with other agencies and organisations for the provision of Aboriginal health services in the Wheatbelt. | R | |
| 4.5 | Facilitates the preparation of submissions for further funding / program development. | R | |

| Duty No. | Details | Freq. | % |
|--|--|-------|----------|
| 5 | POLICY AND ADVOCACY | | 5 |
| 5.1 | Manages the development and implementation of Aboriginal health related policies, protocols and procedures in accordance with identified needs, programs and services. | R | |
| 5.2 | Maintains practice standards by ensuring Aboriginal Health, allied health, community health nursing and health promotion staff are aware of, understand and comply with policies, protocols, procedural guidelines and practices according to appropriate legislation, including Public Sector Standards | R | |
| 5.3 | Establishes and maintains strategic and program alliances with other agencies whose activities impact on Aboriginal health. | R | |
| 5.4 | Advises on Aboriginal health needs of the Wheatbelt region in forums where health policy decisions are formulated. | R | |
| 6 | OTHER | | 5 |
| 6.1 | Participates in own performance development program with the Director of Population Health. | A | |
| 6.2 | Participates in continuing education of self, including professional, leadership and managerial skill development. | R | |
| 6.3 | Provides recognised expert knowledge and services in own specialist area of expertise. | R | |
| 6.4 | Acts as a resource to all disciplines. | R | |
| 6.5 | Participates in other program activities and duties as negotiated with the Director of Population Health. | O | |
| The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity and Diversity Policy, Prevention of Bullying, Harassment & Discrimination in the Workplace Policy, Occupational Safety & Health, Public Sector Standards, WA Health Code of Conduct, WA Public Sector Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties. | | | |

ORGANISATION CONTACTS

Will the occupant of this position be required to communicate with positions outside the normal reporting lines?

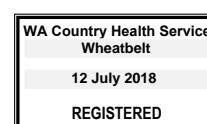
1. Internal to the organisation? Yes D
2. External to the organisation? Yes D

FREQUENCY:

D – Daily
R – Regularly

W – Weekly
O – Occasionally

F – Fortnightly
A – Annually



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated cultural intelligence, experience working with Aboriginal and Torres Strait Islander people and ability to provide culturally respectful and competent services.
2. Demonstrated leadership and management skills (including financial and human resource management) and proven capacity to lead and manage a multidisciplinary health team.
3. Demonstrated experience in the implementation of organisational change and service development.
4. Demonstrated ability to develop, plan, implement and evaluate clinical and primary health care programs (including Aboriginal health, allied health, community health and health promotion) that are appropriate to community needs.
5. Demonstrated highly developed interpersonal, oral and written communication skills.
6. Demonstrated advanced conceptual, analytical and problem solving skills.
7. Demonstrated computer literacy and an ability to utilise information systems.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
9. Current 'C' of 'C (a)' class driver's licence.

DESIRABLE

1. Tertiary Qualifications in health related discipline, education or social science, or an approved equivalent.
2. Possession of or progress towards post-graduate qualifications in professional area, health promotion, primary health care or management.
3. Demonstrated knowledge of current health industry issues and policy driving rural health and population health service delivery in Western Australia.

Section 6 – APPOINTMENT FACTORS

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|---|--|----------------------|---|
| Location | Northam | Accommodation | As determined by the WA Country Health Service Policy |
| Allowances/ Appointment Conditions | Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Aged Care Criminal Record Screening • Successful Pre- Placement Health Screening clearance • Possession of current "C" or "C (a)" Class Drivers Licence. | | |
| Specialised equipment operated | Nil | | |

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date:
Executive Services



Signature and Date:
Chief Executive Officer



As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

| Name | Signature | Date Appointed | Date Signed |
|------|-----------|----------------|-------------|
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