

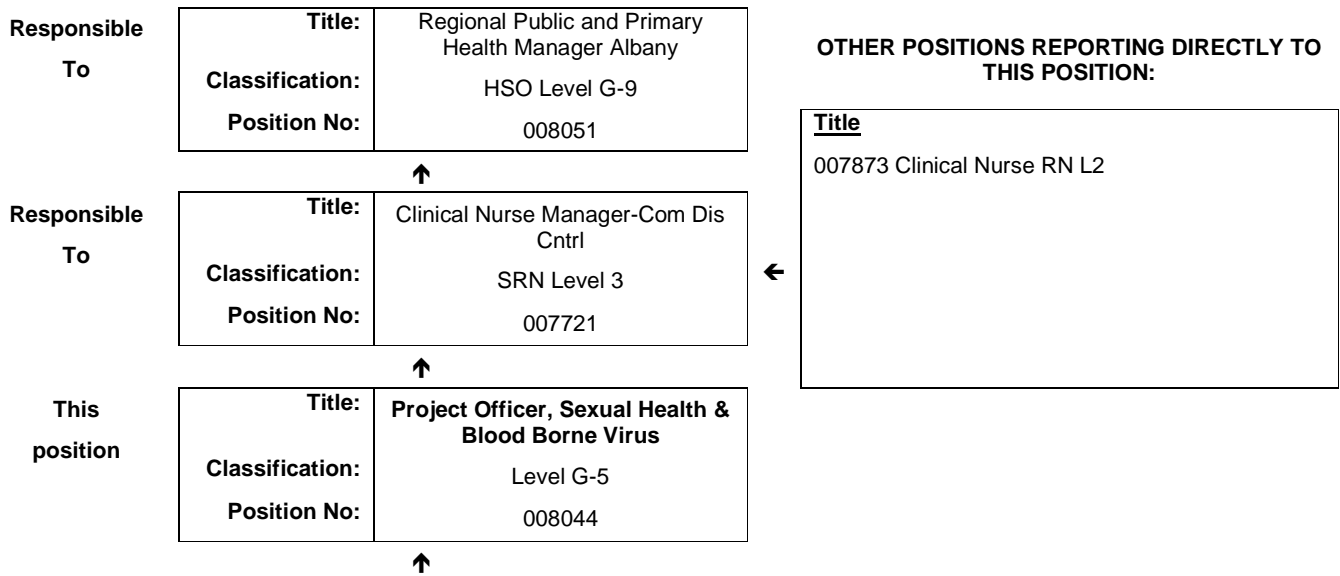


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	008044
Division:	Great Southern Population Health	Title:	Project Officer, Sexual Health and Blood Borne Virus
Branch:	Disease Control	Classification:	HSO Level G-5
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:
Position No.	Category
Title	Number
Nil	

Section 3 – KEY RESPONSIBILITIES

Responsible for the planning, implementation and evaluation of effective and efficient sexual health and blood borne virus (BBV) and needle and syringe program (NSP) within the Great Southern region in accordance with health service priorities.

WA Country Health Service
Great Southern

5 August 2019

REGISTERED

TITLE	Project Officer, Sexual Health & Blood Borne Virus	POSITION NO	008044
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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

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.

WA Country Health Service Great Southern
5 August 2019
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	PROGRAM PLANNING AND DEVELOPMENT	D	35
1.1	Plans, develops, implements and evaluates health education, promotion and sexual health and blood borne virus program in the Great Southern region based on local needs and in accordance with state and local priorities.		
1.2	Liaise with relevant stakeholders & staff to develop and plan for regional education and training requirements.		
1.3	Provides an advisory service on sexual health issues and blood borne viruses to key organisations and community groups as appropriate.		
1.4	In consultation with the Sexual Health and Blood Borne Virus Branch, the Great Southern Health Service will provide regional wide sexual health and blood borne virus best practice programs.		
1.5	Identifies and works with at risk groups eg. adolescents, aboriginals and illicit drug users.		
2	SEXUAL HEALTH ISSUES, BLOOD BORNE VIRUSES AND NEEDLE AND SYRINGE PROGRAM	R	25
2.1	Coordinates, supports and evaluates needle and syringe and harm minimisation activities implemented by health care units in the region.		
2.2	Provides an advisory service on needle and syringe issues to key organisations and community groups as appropriate.		
2.3	Liaison with key agencies regarding service provision.		
2.4	Orders stock and coordinates local needle and syringe program in consultation with Disease Control Coordinator.		
3	TRAINING AND EDUCATION	R	20
3.1	Identifies regional training needs, including the planning and implementation of education programs to the community and health service providers of the Great Southern.		
3.2	Facilitates professional development for community and service providers in the Great Southern region.		
3.3	Organises seminars, workshops and public meetings and presents sessions in conjunction with the Regional Disease Control Coordinator.		
4	REPORTING	R	5
4.1	Provides reports on needle and syringe programs within the region and makes recommendations for future direction as required.		
4.2	Contributes to writing submissions for funding including the planning and implementation of projects as required.		
5	TEAM PARTICIPATION	R	5
5.1	Attends meetings, in-service training programs and participates in performance management programs.		
5.2	Maintains administrative and professional records.		
5.3	Responsible for the development of articles on sexual health, blood borne virus and needle and syringe programs to be submitted to relevant media in consultation with the Disease Control Coordinator.		
6	OTHER	O	5
6.1	Other duties as directed by the Regional Public and Primary Health Manager, And Disease Control Coordinator.		
	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, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Experience in sexual health and blood borne virus or related program development, implementation and evaluation
2. An understanding of sexual health and blood borne virus issues
3. Experience in and ability to work with cross cultural communities including aboriginal groups and socially disadvantaged/marginalised clients
4. Excellent verbal and written communication skills which include report, submission writing and presentation skills
5. Highly developed interpersonal skills, including liaison and negotiation skills
6. Ability to work independently and as part of a team
7. Current 'C' class drivers licence and ability to travel throughout the region

DESIRABLE

1. Tertiary qualifications in health related discipline
2. Previous experience in the delivery of sexual health and blood borne virus programs in a rural area
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Section 6 – APPOINTMENT FACTORS

Location	Albany/Katanning	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current 'C' class drivers licence and ability to travel throughout the region 		
Specialised equipment operated			

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: ____/____/____
Manager

Signature and Date: ____/____/____
Regional Director

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

