



## Job Description Form

HSS Registered

**Program Officer Indigenous**  
**Health Salaried Officers Agreement: HSO Level G6**  
**Position Number: 00005439**  
**BreastScreen WA / Women and Newborn Health Service**

### Reporting Relationships

Medical Director  
 Position Number: 00005515



Coordinator Health Promotions  
 HSO G7  
 Position Number:00005430



**This Position**



← Also reporting to this supervisor:

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	

### Prime Function / Key Responsibilities

Liaise and negotiate with aboriginal health organisations and health workers in the development, planning, implementation and evaluation of a health education program to increase the participation of aboriginal women in the breast cancer screening program.

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

### 1. Program development and administration

- 1.1 Plan, implement and evaluate health promotional and educational programs for ATSI women state wide.
- 1.2 Develop, implement and evaluate strategies to include breast cancer screening in a broader women's health context within the medical profession and the community.
- 1.3 Provide advice and support to the Health Promotion team, Medical Director, Medical Officer (GP Liaison) and other senior staff on Aboriginal women's health issues to ensure that the program policy and strategies are culturally appropriate.
- 1.4 Represent BreastScreen WA on relevant State and National Committees and Working Groups as required.
- 1.5 Perform other duties as required.
- 1.6 Maintain an awareness of relevant requirements related to:
  - equal opportunity;
  - disability access;
  - clinical and corporate governance;and apply these in the workplace.

### 2. Education and training

- 2.1 Develop, conduct and evaluate educational seminars, talks and workshops for health professionals, clients and staff to increase their awareness of Aboriginal women's health and cultural issues, as they relate to breast cancer and screening.
- 2.2 Plan, develop, conduct and evaluate educational and training sessions for ATSI community and health professionals in relation to breast cancer screening issues and guidelines.
- 2.3 Develop appropriate health promotional and educational resources for both ATSI women and health professionals.

### 3. Liaison

- 3.1 Liaise and negotiate with ATSI health workers, community health organisations, public health services and other appropriate individuals and agencies in the development of health education programs, to increase indigenous women's participation in the breast cancer screening and assessment program in accordance with National Accreditation Guidelines.
- 3.2 Develop contacts with client and community groups, health organisations and professional groups.

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

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.5 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 – Section 50D Equal Opportunity Act.
2. Excellent interpersonal, verbal and written communication skills including public speaking and report writing skills.
3. Demonstrated research, analytical and problem solving skills.
4. Ability to work with minimal supervision and in a team environment.
5. Demonstrated project management skills including the ability to plan, prioritise, make decisions, meet deadlines and manage resources.
6. Sound knowledge and understanding of Aboriginal women's health issues.
7. Current 'C or C-A' class drivers licence.
8. The ability to travel and stay away from home as required.

### Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline or equivalent experience.
2. Current knowledge and commitment to equal opportunity and disability services in all aspects of service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Six (6) month probation period.
- Evidence of a current C or CA class driver's licence must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

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

### Manager/Supervisor

Name: Angela Hellewell  
Signature/HE: HE 95410  
Date: 17/06/2016

### Dept./Division Head

Name: Dr Liz Wylie  
Signature/HE: HE14586  
Date: 17/06/2016

### Position Occupant

Name:  
Signature/HE:  
Date: