



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	615655
Division:	Regional Office	Title:	Regional Aboriginal Health Consultant
Branch:	Goldfields Region	Classification:	HSO Level G9
Section:	Regional Executive Group	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Chief Operating Officer - Operations
	Classification:	HSO Class 4
	Position No:	614487



Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	601000



This position	Title:	Regional Aboriginal Health Consultant
	Classification:	HSO Level G9
	Position No:	615655



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601001 - Coordinator Executive Services
601003 - Executive Assistant
601201 – Director Population Health
601248 - Director Medical Services
601341 – Regional Manager HR Services
601358 - Regional Manager Mental Health
601585 - Director Business Services
601909 - Manager Service Development
607939 - Operations Manager Kalgoorlie
608190 - Redevelopment Project Officer
613267 - Director of Nursing & Midwifery
614390 - Operations Manager Esperance
614441 – Regional Manager Infrastructure & Support Services



	← Other positions under control:
Position No.	Category Number

Section 3 – KEY RESPONSIBILITIES

Responsible for leading and coordinating the development, implementation and evaluation of Aboriginal health projects, programs and services to close the gap in Indigenous health disadvantage in accordance with WA Health and WA Country Health Service policies and strategic directions.

**WA Country Health Service –
 GOLDFIELDS**

1 February 2019

**REGISTERED
 Job Description Form**

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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.

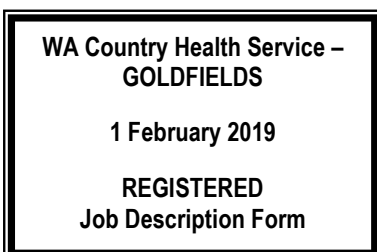
Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

<p>WA Country Health Service – GOLDFIELDS</p> <p>1 February 2019</p> <p>REGISTERED Job Description Form</p>

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	PARTNERSHIPS AND CAPACITY BUILDING		
1.1	Lead and facilitate strategic partnerships and capacity building for Aboriginal health and employment initiatives.		
1.2	On behalf of WACHS region, participate in Aboriginal Health Planning forums and other meetings.		
1.3	Establish and maintain relationships and partnerships with stakeholders at all levels both internal and external to WACHS including Commonwealth and State Government Agencies, and community organisations.		
1.4	In conjunction with WACHS regional health service employees, communities and other relevant stakeholders, contributes to the development and facilitation of community models of care.		
2.0	CULTURAL MAINTENANCE		
2.1	Promote and lead the delivery of and participate in the evaluation of cultural security and awareness initiatives within WACHS.		
2.2	Provide advice and assistance to support WACHS regional staff in cultural security and awareness initiatives. Assist other regions in cultural maintenance initiatives in accordance with WACHS and Department of Health directions.		
2.3	Develop and maintain networks and partnerships with local and state stakeholders in achieving WA Country Health Service (WACHS) and WA Department of Health (DOH) outcomes for Aboriginal cultural security and awareness.		
3.0	ABORIGINAL WORKFORCE DEVELOPMENT		
3.1	Work collaboratively with WA Health, external stakeholders and employment service providers to develop, implement and evaluate a WACHS Aboriginal Workforce Strategy.		
3.2	Work with education and training stakeholders to develop and progress initiatives for job-readiness, health specific training and placement initiatives including traineeships and work experience.		
3.3	Develop and implement specific purpose Aboriginal employment guidelines and recruitment and retention strategies (including career pathways).		
3.4	Develop and review peer support initiatives which provide mentoring and coaching strategies to assist individuals and targeted groups.		
3.5	Establish, monitor, report and review Aboriginal workforce performance indicators and targets in line with WACHS requirements.		
4.0	COMMUNITY ENGAGEMENT/FEEDBACK		
4.1	Develop and support processes and structures for Aboriginal and Health Consumer Council consumer feedback within all WACHS regional health services aimed at improving services to Aboriginal people.		
4.2	Work with Clinical Practice Improvement program and associated initiatives and processes to ensure quality and safety of service provision.		
4.3	Work with Clinical Risk Coordinator, Office of the Regional Director and associated initiatives and processes to ensure handling of complaints is undertaken in a culturally safe and effective manner.		
5.0	STRATEGIC/LEADERSHIP		
5.1	Participate as a member of the Regional Executive team and other relevant forums as appropriate.		
5.2	Leads the coordination and implementation of Aboriginal health program and service initiatives including "Footprints to Better Health Strategy"		
6.0	OTHER		
6.1	Other duties as required by the Regional Director and WACHS Area Director Aboriginal Health.		
	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. Under Section 50 (d) of the Equal Opportunity Act 1984, Aboriginality is essential.
2. Demonstrated understanding of and experience in Aboriginal health issues.
3. Experience in engaging and liaising with Aboriginal communities in a service delivery context.
4. Highly developed communication skills including negotiation, facilitation, presentation and report writing skills.
5. Ability to provide leadership to projects to ensure the achievement of successful outcomes.
6. Demonstrated well developed problem solving conceptual and analytical skills.
7. Eligible for or in possession of a current C or C-A Class driver's licence.

DESIRABLE

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. Post-secondary qualification(s) in a relevant field.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	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-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession if applicable • Air-conditioning Subsidy if applicable 		
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: ____/____/____
Regional Director

Signature and Date: ____/____/____
Chief Operating Officer - Operations

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

