Government of **Western Australia**
WA Country Health Service

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		**Position No:**	**615887**
Division:	South West	**Title:**	**Work Placement Support Officer**
Branch:	Human Resources	**Classification:**	**HSO Level G-4**
Section:	Learning and Development	**Award/Agreement**	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To

Title:	Regional Human Resource Manager
Classification:	HSO Level G-9
Position No:	613710

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Responsible To

Title:	Workforce Learning Coordinator
Classification:	HSO Level G-6
Position No:	610153

↑

This position

Title:	**Work Placement Support Officer**
Classification:	**HSO Level G-4**
Position No:	**615887**

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OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Learning and Development Administrative Assistant

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

Section 3 – KEY RESPONSIBILITIES

Facilitates all student placements and traineeships in South West health services, including student placements for tertiary institutions, TAFE, Registered Training Organisations and high school work experience. In conjunction with health services determine their capacity to safely host students and ensure appropriate student orientation to the workplace, along with all related student placement administrative services.

WA Country Health Service
South West

24 April 2019

REGISTERED

Effective date of document
April 2019

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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

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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.	%
1.0	**STAKEHOLDER LIAISON AND FACILITATION**	D	
1.1	In consultation with the Workforce Learning Coordinator, coordinates orientation and induction for new students, undergraduates and trainees, prior to their placement.		
1.2	Liaise and communicate with health services, relevant stakeholders regarding their capacity to host students and trainees.		
1.3	Liaises and negotiates with relevant staff at Education Institutions (EI) as necessary to facilitate placement and ensure effective supervision of all students.		
1.4	Liaise and coordinate with Traineeship Providers and Registered Training Organisations school based traineeships and other trainees.		
1.5	Liaise with South West Nurse Educator to ensure Graduate Nurse Placements and GREAT placements are considered when determining site capacity.		
1.6	If required liaise with or escalate issues related to the allocation of preceptors and clinical facilitators to the Regional Nurse Director and Nurse Educators.		
1.7	Provide Orientation at Bunbury and / or Busselton Health Campus, in lieu of staff development nurse availability, to work experience placement students.		
2.0	**STUDENT PLACEMENT ADMINSTRATION**	D	
2.1	Provide information and respond to enquiries from students, schools, tertiary institutions, registered training organisations regarding student placements.		
2.2	Provide confirmation of placements to students, schools and education institutions		
2.3	Maintains relevant information and program management systems pertinent to student placements, including the Students Placement Database.		
2.4	Develops and maintains appropriate orientation paperwork for all students.		
2.5	Ensure appropriate insurance certificates are provided by relevant institution.		
2.6	Ensures the maintenance of accurate electronic and paper based records to comply with operational needs and record keeping principles.		
2.7	Communicate with WACHS Legal to ensure the appropriate Student Agreements and Memorandum of Understanding Agreements are in place.		
3.0	**INFORMATION MANAGEMENT SUPPORT**		
3.1	Enters accurate data regarding site capacity into database and ensures that this is maintained and reviewed regularly		
3.2	Assist supervisors to complete LMS New Starter profile form when required		
3.3	Monitors Student request email account and responds to requests timely		
3.4	Provides reports to managers and internal committees		
4.0	**PROFESSIONAL**	R	
4.1	Participate in professional and performance development.		
4.2	Undertakes other duties as directed by the Workforce Learning Co-ordinator.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Development, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Well-developed administrative and organisational skills including ability to organise and prioritise workloads to meet deadlines.
2. High level interpersonal and communication skills (both oral and written) including report writing skills and presenting to groups.
3. High level skills in, negotiation and conflict resolution and problem solving skills
4. Ability to work effectively both independently and as a member of a team.
5. Proficient computing skills, including word processing, presentations, spreadsheets, internet, database and email applications
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Knowledge of and experience in working in rural health services.
2. Awareness and application of student placement processes in the health service environment
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	**Accommodation**	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance. • Successful Pre- Employment Health Assessment. • Successful WA Health Integrity check. • Successful Working With Children check. • Evidence of a current C or C-A Class drivers licence.		
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: ____/____/_____
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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