



HSS REGISTERED

Project Officer
Health Salaried Officers Agreement: Level G6
Position Number: CG008649
Metropolitan Communicable Disease Control
Mental Health, Public Health and Dental Services

Reporting Relationships

Coordinator of Nursing Public Health
 ANF Level: SRN 7
 Position Number: CG008554



Clinical Nurse Manager – Public Health
 ANF Level: SRN 4
 Position Number: CG007943



This Position



← Also reporting to this supervisor:

- Clinical Nurse Specialist SRN 3
- Clinical Nurse Specialist SRN 2
- Clinical Nurse RN Level 2
- Registered Nurse RN 1
- Administration Coordinator

Directly reporting to this position: Nil	Other positions under control n/a
---	--------------------------------------

Prime Function / Key Responsibilities

Assists with the development, management and delivery of strategic projects across Public Health to support the achievement of the Mental Health, Public Health and Dental Services (MHPHDS) organisational goals. Liaises with Aboriginal community, health professionals, government and non-government service providers, on issues relating to the health and welfare of Aboriginal patients in Perth metropolitan region. Develops, plans and delivers culturally appropriate Aboriginal Public Health Services to the Aboriginal Community.

Brief Summary of Duties (in order of importance)

1. Project Planning and Coordination

- 1.1 In consultation with the community and key stakeholders, manages the planning and development of culturally appropriate projects.
- 1.2 Develops appropriate partnerships to ensure inter sectoral support for projects.
- 1.3 Provides leadership in the development and delivery of strategies, which support continuous improvement in practices and processes in the education of Aboriginal people.
- 1.4 Provides input and support to Public health programs and projects to ensure they address the cultural and health needs of the Aboriginal community.
- 1.5 Assists with the development and review of policies and procedures to facilitate, inform and evaluate service changes and program implementation.
- 1.6 Assist in the development of culturally appropriate resources as required.
- 1.7 Undertakes other specific priority project work as directed.

2. Leadership

- 2.1 Develop effective working relationships with members of the Aboriginal community, Aboriginal organisations, other relevant government and non-government organisations.
- 2.2 Provides representation on professional health working parties and committees as required.
- 2.3 Represents Public Health at forums regarding Aboriginal health services/programs and cultural issues.

3. Policy Development, Planning & Evaluation

- 3.1 Supports Public Health in the preparation and implementation of strategic and business plans and other planning initiatives relating to Aboriginal Health.
- 3.2 Ensures maintenance of appropriate services policies, records, data systems and other necessary documentation and statistics.
- 3.3 Supports the preparation and formatting of annual and other reports as required.

4. Professional Development

- 4.1 Undertakes activities to develop and maintain professional skills.
- 4.2 Participate in staff development programs as required.
- 4.3 Participates in approved quality improvement activities.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Under section 50(d) of the Equal Opportunity Act 1984. Aboriginality is essential to this position.
2. Knowledge and understanding of Aboriginal family structures, culture and customs and its impact on health outcomes for Aboriginal people and their communities.
3. Considerable experience in planning, managing and evaluating projects.
4. Demonstrated effective communication and interpersonal skills including the ability to develop collaborative partnerships.
5. Demonstrated ability to work independently and as a member of a multi-disciplinary team with minimum supervision.
6. Current “C” or “C.A.” class driver’s licence.

Desirable Selection Criteria

1. Previous experience in a health care or community service setting.
2. Substantial practical experience in the use of the MS software applications.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current “C” or “C.A.” class driver’s licence is required prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia
- Provision of the minimum identity proofing requirements.
- 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:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: