



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	607729
Division:	Wheatbelt	Title:	Aboriginal Health Coordinator
Branch:	Population Health Unit	Classification:	HSO G-6
Section:	Wheatbelt Public Health Unit	Award/Agreement	Hospital Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director Population Health Unit
	Classification:	HSO Level G-11
	Position No:	607228

Responsible To	Title:	Manager, Wheatbelt Public Health Unit
	Classification:	HSO Level G-8
	Position No:	607727

This position	Title:	Aboriginal Health Coordinator
	Classification:	HSO Level G-6
	Position No:	607729

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
607729 Aboriginal Health Coordinator HSO G-6
607451 Customer Service Officer HSO G-2
615268 Clinical Nurse Specialist – Community Health
607667 Senior Dietitian HSO P-2
607163 Clinical Nurse Specialist - Public Health Service
607033 Chronic Disease Coordinator HSO G-6
607823 Project Officer HSO G-3

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

Section 3 – KEY RESPONSIBILITIES

In consultation with the Manager - Wheatbelt Public Health Unit and Manager – Wheatbelt Aboriginal Health Service coordinates the development, implementation and evaluation of strategies that build cultural security, workforce capacity, leadership and partnerships to improve health service delivery and use by Aboriginal people in the Wheatbelt region, in accordance with National, State and local priorities.

**WA Country Health Service
Wheatbelt**

22 July 2021

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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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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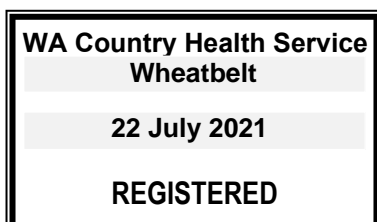
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	PLANNING AND PROGRAM MANAGEMENT		30
1.1	Participates in the development of strategic health care plans, that impact on Aboriginal people for the WACHS - Wheatbelt, Wheatbelt Population Health Unit and the Wheatbelt Public Health Unit.	A	
1.2	Develops the Aboriginal Health Coordinator action plan, in consultation with key stakeholders and the Manager, Wheatbelt Public Health Unit as per state and regional strategic plans.	A	
1.3	Works in partnership with the Regional Aboriginal Health Consultant to liaise and consult with key stakeholders, including personnel, community groups, local government authorities and other government and non-government agencies on identifying priority health issues affecting Aboriginal people.	R	
1.4	Supports with and advises on the development, implementation and evaluation of programs that promote the physical, mental, social and cultural well-being of the Aboriginal population.	D	
1.5	Monitors the Wheatbelt Aboriginal health status using relevant data sources and health profiles.	A	
1.6	Prepares funding applications for the development of new programs to address priority health issues affecting Aboriginal people.	O	
1.7	Guides the implementation of relevant Aboriginal health policies and frameworks in Population Health.	O	
2.0	ADVOCACY		20
2.1	Works with Aboriginal community members to build their capacity in addressing health issues and accessing health services.	D	
2.2	Advises health service providers and other relevant community organisations on Aboriginal health issues and cultural security.	D	
2.3	Advises and assists health service providers to improve the level and quality of culturally secure services to Aboriginal people in the Wheatbelt.	R	
2.4	Provides a mechanism for Aboriginal community members and health service providers to address and resolve issues that may arise regarding culturally secure client care.	O	
2.5	Provides recognised expert knowledge and leadership in the area of Aboriginal cultural security for Wheatbelt Population Health staff and services.	R	
2.6	Participates in the Wheatbelt Population Health Management Team meeting.	R	
3.0	LIAISON & PARTNERSHIPS		20
3.1	Maintains effective partnerships and networks with relevant Aboriginal and non-Aboriginal groups / organisations in order to increase Aboriginal involvement and participation in addressing Aboriginal health issues in the region.	R	
3.2	Liaises with Aboriginal community members and health service providers on an ongoing basis both formal and informal.	R	
3.3	Represents the Wheatbelt Population Health Unit on working parties, committees and conferences.	R	
4.0	CAPACITY BUILDING		20
4.1	Works in partnership with the Regional Aboriginal Health Consultant to facilitate the effective functioning of Aboriginal Health Professionals - in Wheatbelt Population Health and provides appropriate support, mentoring, reflective practice, professional reasoning, performance development and staff development (training /education).	R	
4.2	Works in partnership with the Regional Aboriginal Health Consultant to ensure professional development needs of Aboriginal Health Professionals are identified and addressed.	A	
4.3	Facilitates and coordinates the Wheatbelt Regional Noongar Health Forums.	R	
4.4	Contributes to the development, implementation and evaluation of Aboriginal cultural awareness programs for health staff in the Wheatbelt as appropriate.	R	
4.5	Works in partnership with Population Health and the Regional Aboriginal Health	R	

	Consultant to facilitate the involvement of Aboriginal people in health service decision making such as consumer engagement, compliments and complaints processes, advisory councils / project steering committees, or clinical incident investigations / recommendations.		
5.0	TEAM PARTICIPATION AND ADMINISTRATION		5
5.1	Positively participates in the Wheatbelt Public Health Unit team.	D	
5.2	Develops articles on Aboriginal health issues for Population Health service newsletters as required.	R	
5.3	Maintains relevant program and service documentation.	D	
5.4	Provides regular reports as required to the Manager, Wheatbelt Public Health Unit	R	
6.0	OTHER		5
6.1	Participates in own performance development program with the Manager, Wheatbelt Public Health Unit.	A	
6.2	Participates in continuing education of self, including professional, leadership and managerial skill development.	R	
6.3	Acts as a resource to all Public Health and Population Health disciplines.	R	
6.4	Other program activities and duties as negotiated with the Manager, Wheatbelt Public Health Unit.	O	
<p><i>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 Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</i></p>			



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Under Section 50(d) of Equal Opportunity Act 1984, Aboriginality is essential.
2. Demonstrated ability and experience working with Aboriginal and Torres Strait Islander people including demonstrated knowledge and understanding of cultural issues and social determinants of health, particularly relating to Aboriginal Health.
3. Demonstrated project management skills, including the development, implementation and evaluation of project activities.
4. Demonstrated high level verbal, written communication and interpersonal skills including consultation, liaison, negotiation, presentation skills, and report writing.
5. Demonstrated effective leadership skills, including knowledge and understanding of current strategic frameworks and well developed conceptual, analytical and problem solving skills.
6. Demonstrated ability to work independently and in a multidisciplinary team.
7. Demonstrated computer literacy and an ability to utilise information systems.
8. Current 'C' or C-A class driver's licence.

DESIRABLE

1. Possession of, or progress towards, a post-secondary qualification(s) or relevant senior experience in a relevant field.
2. Demonstrated knowledge of Aboriginal health services, incorporating principles of public health, primary health and health promotion.

Section 6 – APPOINTMENT FACTORS

Location	Northam	Accommodation Nil	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Under Section 50(d) of Equal opportunity Act 1984, Aboriginality is essential • 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 		

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

**WA Country Health Service
Wheatbelt**

22 July 2021

REGISTERED

Signature and Date: _____ / ____ / ____
Chief Executive Officer

**WA Country Health Service
Wheatbelt**

22 July 2021

REGISTERED

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