

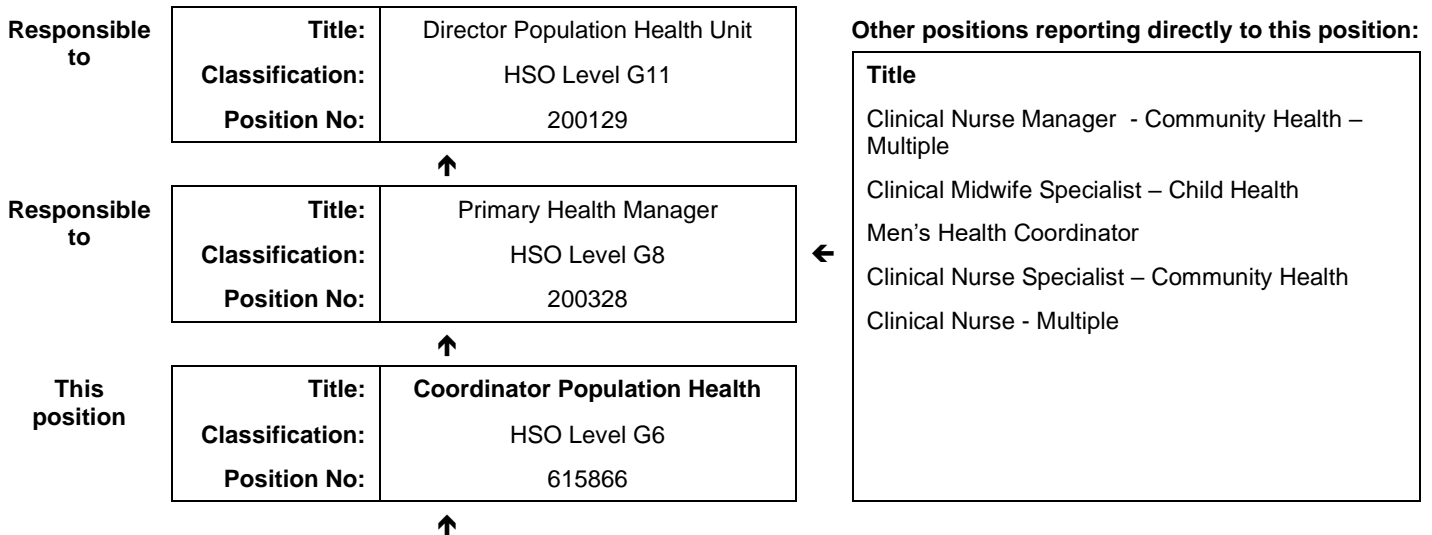


JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	615866
Division:	Kimberley	Title:	Coordinator Population Health
Branch:	Kimberley Population Health Unit (KPHU)	Classification:	HSO Level G6
Section:	Directorate	Award/Agreement:	Health Salaried Officers Agreement

Section 2 - POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:								
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Position No</th> <th style="width: 50%;">Title</th> </tr> <tr> <td style="height: 150px;"> </td> <td> </td> </tr> </table>	Position No	Title			<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Number</th> </tr> <tr> <td style="height: 150px;"> </td> <td> </td> </tr> </table>	Category	Number		
Position No	Title								
Category	Number								

Section 3 - KEY RESPONSIBILITIES

Coordinate the implementation of standardised clinical management and improvement systems across all community health clinics in the Kimberley including policies, procedures, treatment protocols, recall systems, equipment lists, clinic and office management systems and other systems as required to promote and maximise the focus and delivery of primary health care by community health staff.

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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.

WA Country Health Service – KIMBERLEY
22 September 2021
REGISTERED

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	PROGRAM, PLANNING & DEVELOPMENT		
1.1	Prioritise and coordinate the development/amendment and implementation of standardised clinical management and improvement systems across the Kimberley in consultation with relevant partner agencies including policies, procedures, treatment protocols, recall systems, equipment lists, clinic and office management systems and other systems as required.		
1.2	Develop and implement service delivery standards to promote and maximise the focus on primary health care by community health staff across the region.		
1.3	Monitor, research and continually evaluate the effectiveness and outcomes from the implementation of PHC standards and initiatives.		
2	LIAISONS		
2.1	Establish and chair best practice committees and other consultation mechanisms with communities of the Kimberley to identify and priorities health needs and issues and develop, recommend and continually improve professional practice and service delivery standards.		
2.2	Promote and advocate community health perspectives on professional practice.		
3	FINANCIAL AND BUSINESS SUPPORT		
3.1	Prepare reports, submissions and assembly briefs to the KPHU Director, Primary Health Manager and Business Manager.		
4	HUMAN RESOURCE COORDINATION		
4.1	Prioritise and coordinate the recruitment of Community Nurses, Aboriginal Health Workers and other relevant staff.		
4.2	Provide professional leadership in establishing and coordinating orientation, broad work priorities and ongoing professional support for incoming and existing staff.		
4.3	Assist the Primary Health Manager coordinate HRM functions as required, ensuring adherence to the Public Sector Standards and local policy.		
5	OTHER		
5.1	Undertakes projects/business case development as required.		
5.2	Assist the Primary Health Manager and undertake other duties as required.		

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.

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22 September 2021

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Excellent interpersonal, written and verbal communications skills.
- 2 Demonstrated experience in Aboriginal health and the ability to work collaboratively with the local community, professional groups and individuals.
- 3 Demonstrated understanding of cultural factors and social determinants, particularly relating to Aboriginal health.
- 4 Experience in the delivery of community health and education/staff development program planning.
- 5 Demonstrated ability to provide leadership in the planning, implementation and evaluation of primary Health and Quality Improvement programs.
- 6 Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE:

- 1 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- 2 Tertiary qualification in Primary Health Care.

Section 6 - APPOINTMENT FACTORS

Location	Broome	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 th parallel, air conditioning subsidy. 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 Class driver's 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: ____/____/____

**Director
Kimberley Population Health Unit**

Signature and Date: ____/____/____

**Regional Director
WACHS Kimberley**

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

