



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Aboriginal Workforce Coordinator - 50 (d)

Position details

Position Number:	00016260
Classification:	HSO Level G-7
Agreement:	Health Salaried Officers Agreement
Directorate:	CAHS People, Capability and Culture
Department:	People, Capability and Culture
Location:	Perth Children's Hospital, QEII Campus, Nedlands

Reporting relationships

This position functionally reports to:

Director of Workforce

Positions that this position works closely with:

Director of Aboriginal Health

Key Responsibility

- Acts as a strategic partner to deliver, support and review workforce development and engagement initiatives and other supporting projects to support the attraction, appointment and advancement of the Aboriginal workforce within CAHS.
- Contributes to the development and achievement of operational outcomes as outlined in the Child and Adolescent Health Service (CAHS) Aboriginal Health and Wellbeing Action Plan Strategic Direction 5 – *A strong, skilled and growing Aboriginal health workforce.*

Within Western Australia, the term Aboriginal is used in preference to Aboriginal and Torres Strait Islander, in recognition that Aboriginal people are the original inhabitants of Western Australia. No disrespect is intended to our Torres Strait Islander colleagues and community.

About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Care for children, young people and families



Provide high-value healthcare



Collaborate with our key support partners



Value and respect our people



Promote teaching, training and research

Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:

Compassion

I treat others with empathy and kindness

Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time

Collaboration

I work together with others to learn and continuously improve our service

Accountability

I take responsibility for my actions and do what I say I will

Equity

I am inclusive, respect diversity and aim to overcome disadvantage

Respect

I value others and treat others as I wish to be treated

Summary of accountabilities

1. Aboriginal Workforce Health and Wellbeing Initiatives

- Acts as a strategic business partner to collaborate with CAHS service areas on the attraction, employment and retention of Aboriginal people throughout the health service.
- Coordinates, leads and advises on Aboriginal Health and Wellbeing Strategy actions allocated People, Capability and Culture.
- Prepares briefing notes, discussion papers and reports on priority areas relevant to the Aboriginal Health and Wellbeing Strategic Theme 5 - Workforce.
- Reviews quarterly reports, analyses data and provides performance updates against Aboriginal employment targets for service area action.
- Contributes to the development, implementation and evaluation of human resource management policies and procedures to support Aboriginal wellbeing in the workplace.
- Provides strategic advice on recruitment, selection and appointment activities and participates on recruitment panels to provide culturally supportive practices.
- Participates in relevant committees and working groups within scope of responsibility.
- Networks with various Aboriginal employment agencies to develop appropriate and consistent advice, consultation and assistance for Aboriginal applicants to apply for CAHS positions.
- Represents and promotes CAHS at relevant Aboriginal employment expos, forums and other initiatives.
- Promotes and coordinates activities to support events of cultural significance.

2. Workforce Development and Engagement

- Works with the Director of Aboriginal Health to support programs and initiatives in the Health and Wellbeing Implementation plan.
- Works with the learning and development team to identify appropriate cultural awareness programs to form part of a cultural competency framework.
- Initiates and facilitates briefings, training and internal forums to provide information, raise awareness and discuss issues relating to the Aboriginal workforce.
- Supports existing Aboriginal employees with career planning, development and educational opportunities by linking them to opportunities via internal and external networks.
- Creates networks and forums to support existing Aboriginal employees to connect and yarn, with both internal and external stakeholders to assist in the promotion of health and wellbeing in the workplace.
- Collaborates, advocates and champions for issues of significance to Aboriginal employees through regular engagement forums and networks.
- Develops and maintains networks with relevant community and educational institutions.

3. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.

- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Aboriginality has been determined as a genuine occupational requirement for this position under Section 50 (d) of the *Equal Opportunity Act 1984*.
2. Knowledge of Aboriginal culture, values and beliefs with an ability to advocate Aboriginal health and wellbeing in the workplace.
3. Well-developed communication (verbal and written) and interpersonal skills, with the ability to liaise, consult and present information to a diverse range of stakeholders.
4. Demonstrated conceptual, analytical and problem solving skills.
5. Highly developed organisational skills with the ability to plan and prioritise workloads to meet competing deadlines.

Desirable selection criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on	Last Reviewed	HSS Registered
26/11/2020	Insert date	27/11/2020

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor	Signature or HE Number	Date

As an Occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or HE Number	Date