POSITION TITLE: Indigenous Health Project Officer

CLASSIFICATION: Support Services Level 5

INDUSTRIAL AGREEMENT OR AWARD: Health Professionals and Support Services Award 2010

REPORTS TO: Aboriginal Health Coordinator

DATE REVIEWED: February 2017

POSITION OBJECTIVE:

The role focuses on improving access to culturally appropriate mainstream primary health care for Aboriginal communities in the local North Coast Primary Health Network (NCPHN) regional area. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. The Indigenous Health Project Officer is responsible for coordinating aspects of the Integrated Team Care (ITC) program both inside and outside NCPHN to ensure a focus on Indigenous health to improve the integration of care and ensure services are culturally appropriate across the region.

KEY RESPONSIBILITIES:

- Develop and implement strategies to increase awareness and understanding of the COAG targets to close the gap in Indigenous disadvantage
- Develop and implement strategies to improve access to mainstream primary care for Aboriginal people; and increase uptake of Aboriginal-specific MBS items including Health Assessments, care planning and follow up items
- Assist the Manager to implement projects and initiatives including planning, scheduling, developing goals, documenting deliverables and determining resources
- Facilitate working relationships and communication exchange between mainstream organisations, AMSs and their peak bodies.
- Collaborate with Aboriginal Health Services and workers, mainstream primary health care providers and other relevant stakeholders to ensure an integrated and culturally appropriate approach to the delivery of primary health care services to Aboriginal communities
- In collaboration with the Event Coordination Officers, develop and deliver targeted education and training activities that address priority issues identified in projects, and maintain a calendar of educational events
- Provide regional guidance, strategic direction and support for the Integrated Team Care (ITC) team, and implement a coordinated, team based approach to Aboriginal Health in collaboration with Outreach Workers and Care Coordinators.
- Work in cooperation with Project Officers and the wider NCPHN team, to ensure the effective delivery of projects
- Assist in the preparation and administration of project documentation, including status and funding reports, project records, activity schedules, agendas, minutes and presentations. Support project communication strategies, including preparing and distributing promotional material and resources, providing information to key stakeholders, participating in relevant working groups, committees, seminars and conferences
- Assist with research and analysis relevant to projects, including supporting needs analysis activities, coordinating focus groups, collecting data and maintaining clinical databases
VALUES:

**Compassion and Care**
- Demonstrates a focus on the well-being of the consumer
- Nurtures the personal and professional development of staff

**Fairness and Integrity**
- Holds self and others accountable for making principled decisions; addresses unethical behaviours head-on
- Takes responsibilities seriously and consistently meets or exceeds the funding body’s expectations for quality, service, timeliness, budget management and professionalism

**Learning and Innovation**
- Proactively identifies and addresses the learning needs of staff and self
- Seeks opportunities to identify program improvements and new ways of doing things

**Openness and Transparency**
- Provides honest, open and timely feedback to staff regarding their performance
- Identifies all key internal and external stakeholders and maintains appropriate levels of communication with each

**Enthusiasm and Optimism**
- Models a positive approach to embracing opportunities and challenges
- Creates a team atmosphere of confidence and positivity

**SELECTION CRITERIA**

Applicants must address ALL the Selection Criteria (both mandatory and desirable) in this section

**MANDATORY**

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<td><strong>Personal Attributes</strong></td>
<td>1. Manages self - is flexible, shows initiative and responds quickly to change, shows commitment to achieving goals</td>
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<td><strong>Results</strong></td>
<td>2. Delivers results – Takes responsibility for delivering intended outcomes; and identifies resource needs and ensures goals are achieved and reallocates resources as priorities change.</td>
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<td><strong>People Management</strong></td>
<td>3. Is alert to risks and escalates if appropriate to ensure outcomes are achieved</td>
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<td><strong>Relationships</strong></td>
<td>4. Manages and develops people – ensures that roles and responsibilities are clear and develops capability of others and provides constructive feedback</td>
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<td><strong>Business Enablers</strong></td>
<td>5. Optimises Business Outcomes – develop plans that take into account resources and capabilities inside and outside NCPHN</td>
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<td><strong>Other mandatory criteria</strong></td>
<td>6. Works collaboratively - Builds a supportive and co-operative team environment; Shares information and learnings across teams Engages other teams to solve issues and problems jointly.</td>
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<td>7. Project management skills - experience in assisting in scoping, planning, monitoring, evaluating and reporting on projects</td>
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<td>8. Training skills – experience in coordinating, developing and delivering training and education sessions</td>
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DESIRABLE

10. Qualifications in a relevant field such as health promotion, public health, community development, Indigenous studies or workplace training

11. Understanding of primary health care and Indigenous health issues, priorities and policies and experience in partnering with Aboriginal organisations and working with Aboriginal communities

12. **Aboriginality**: Applicants of Aboriginal descent through parentage and who identify as being Aboriginal and are accepted in the community as Aboriginal are strongly encouraged to apply

13. Computer skills including word processing, spreadsheets and database applications

APPOINTMENT SUBJECT TO:

1. Completion of 100 point identification check
2. Criminal record clearance
3. Working with children check
4. Current Class C Driver’s Licence and access to a comprehensively insured vehicle.
5. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position

PERFORMANCE INDICATORS:

To be established with the Manager within the 3 month probationary period.

ACKNOWLEDGEMENT:

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.*

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

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