



ANYINGINYI HEALTH ABORIGINAL CORPORATION **POSITION DESCRIPTION AND SELECTION CRITERIA**

KALPA PURRU WIRРАНJARLKI - PUBLIC HEALTH SECTION **PROJECT OFFICER**

POSITION NO:	PHS-6 FASD	POSITION DESCRIPTION REVIEWED: June 2018
SECTION:	Kalpa purru Wirranjarlki – Public Health Section	
REPORTS TO:	Public Health Section Manager and through to the General Manager	
LEVEL:	Admin Level – 8.1 – 8.4 \$82,528 – \$96,830 per annum Level based on qualifications and experience.	
CONDITIONS:	1 – 2 year contract. 3 month mandatory Probation Period. 6 weeks pro rata annual leave with 17.5% leave loading. 10 days sick leave per annum, pro rata 9.5% employer superannuation. All other terms and conditions of employment are as per the current Anyinginyi Health Aboriginal Corporation (Anyinginyi) Enterprise Agreement.	
Salary Sacrificing:	A minimum amount of \$15,899.94 per annum can be packaged. It is recommended that you speak with your own Accountant or Financial Adviser to ensure that salary sacrificing arrangements suit your personal situation.	
Relocation:	Where applicable, contact HR Office for further details.	
Accommodation:	Where applicable, contact HR Office for further details.	
Vehicle:	A vehicle does not come with this position. However, a pool of vehicles are provided within each Section for business purposes only. Use and maintenance of these vehicles will be in accordance with the Anyinginyi Motor Vehicle Policy. You must be in possession of a validated licence at all times.	
Dental:	Free General Dentistry is offered to Anyinginyi employees, any Laboratory work must be paid for by the employee.	
Gymnasium:	Free gym membership is offered to all employees only.	

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- Prescriptions:** Free general prescriptions for Anyinginyi employees only.
- Ochre Card:** It is compulsory to be in possession of an Ochre Card (NT Working with children) or have the ability to apply for one prior to commencement of employment. Please refer to NT Safe for further information.
- National Police Check:** Where applicable, please contact HR Office for further details.
- Hours of Work:** Monday – Friday, excluding public holidays
8.00am – 5.00pm Rostered Day Off (RDO) access
8.24am – 5.00pm – no RDOs access.
- Weekend work may occur on occasions.**

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OUTLINE OF POSITION OBJECTIVES AND DUTIES

OUTLINE:

The New directions Project Officer engages and supports stakeholders to develop and implement strategies to prevent Fetal Alcohol Spectrum Disorder (FASD) and aims to improve support available for children with FASD and their families.

Duties & Responsibilities

- Project manage and implement the day-to-day delivery of FASD prevention activities in the Barkly as directed
- Establish partnerships and networks internal and externally with agencies and community leaders in the Barkly to develop and implement a FASD strategy or strategies that align with the long term objectives of the community
- Develop and maintain databases, including a list of stakeholders involved in the delivery of programs to address FASD (prevention, intervention, management and support) and FASD resources
- Develop culturally appropriate resources and awareness raising material for local communities and activities
- Work closely with the project team to develop and use surveys and data collection tools relevant to FASD
- Develop and conduct education and training programs on FASD to various target groups.
- Maintain up to date FASD information, knowledge and research (including authentic websites)
- Provide information and education to families, providers, researchers and policy makers on FASD
- Identify and implement most relevant models of care and treatment as a multi-disciplinary team member
- Monitoring and managing project risks, issues and status, preparing and/or co-ordinating updates to project status reports, risk and issues reports and registers
- Ensure project adherence to agreed project and program governance models and frameworks, timeframes, notify of deviations and suggest steps for resolution
- Ensure that Aboriginal clients have access to a full range of interpreter, welfare, counselling and advocacy services in a culturally appropriate manner and working collaboratively with and providing a referral role to staff at AHAC and outside agencies
- Participate in unit meetings, business planning, Continuous Quality Improvement (CQI) activities, and contribute to the development of policies and procedures
- Foster a positive workplace culture through exemplary leadership practices and role modelling behaviour
- Undertake a range of administrative functions to support the operations of the PHS team
- Use evidence to identify areas for improvement and scope ideas and solutions for consideration
- Develop service responses to address gaps and propose acquisition, reform, and project and implementation strategy
- Develop business plan articulating the details of change including the proposed outcomes and return on investment to clients, government or staff.
- Provide project support, including performing the secretariat role for workshops, committees, etc. as required.
- Provide outcomes through a collaborative wraparound culturally responsive framework.
- Develop and coordinate external support networks
- Develop partnerships with key agencies to support the delivery of services where appropriate/possible.

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- Support individual clients holistically to access support services.
- Network effectively and develop stronger relationships with Indigenous and mainstream service providers within the Barkly Regions.
- Develop resources and key networks following the NTKPI's.

Decision making

- This position reports to the Section Manager, Public Health Section, and will consult with the Section Manager in undertaking responsibilities, making recommendation to achieve the aim of the responsibilities of this position as well as achieving the goals of the organisation.

Multidisciplinary Practice

- Participate in the daily routines and activities of the Public Health Unit and deliver outcomes within a timely manner such as regular meetings, information sharing, project planning, quality assurance and overall Work Health and Safety.
- Uphold the vision, mission and priorities of the organisation as determined by the Board of Directors and outlined in Anyinginyi's Strategic Plan.
- Promote and support the positive role modelling of alcohol, tobacco and other drugs free from the workplace and exemplify aligned behaviors within the community at all times.

Administrative Responsibilities and Quality Assurance

- Maintain appropriate records and prepare reports as required and meeting required timelines.
- Provide detailed Monthly reporting to the Section Manager.
- Initiate, coordinate and/or participate in quality improvement activities in collaboration with all staff and clients to ensure best practice. Continuous improvement of systems is achieved to meet professional and industry standards and compliance, including work health and safety within a culturally responsive framework.
- Work within budgets, including expending funding against section allocation while ensuring funds are expended in line with grant terms and conditions.

Safe Practice and Environment

- Proactively contribute to addressing WH&S hazards, incidents and injuries and adhere to infection control processes.
- Foster a professional and culturally safe work environment through supportive and effective management of identified issues utilizing 'Riskman', recording WHS meeting minutes and implementation of processes discussed within your team.
- Complete and maintain risk assessing and assessments in all areas such as community risks when performing outreach responsibilities, accessing remote environments and all other possible areas that Public Health Unit serves.

Community-Based Assistance:

- Assistance with general team health promotion activities as required;
- Work with Administration Officer – Public Health, as required.

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- To work with in specific Public Health projects
- To assist with health promotion in specific projects as required;
- To assist with the development of community links for specific projects as required.

Selection Criteria

Essential

1. Formal qualifications in public health, health promotion, health sciences, project management and/ or similar experience or expertise in project management.
2. Demonstrated high standard of interpersonal, oral and written communication skills, including ability to complete various official forms and letters on behalf of clients and enter accurate notes in client files.
3. Knowledge and understanding of Aboriginal & Torres Strait Islander culture and an understanding of the diverse circumstances and issues affecting Aboriginal and Torres Strait Islanders, particularly in the Barkly Region.
4. Demonstrated ability to draw on information from diverse sources and uses experience to analyse what information is important and how it should be used.
5. Proven understanding of undertaking objective, systematic analysis and drawing accurate conclusions based on evidence.
6. Proven ability to monitor project progress and manages priorities; able to see projects through to completion.
7. Demonstrate sound knowledge of a public health approach to the delivery of health promotion activities including use of principles of primary health care, community development and CQI.
8. Demonstrate sound knowledge of the national policy frameworks and tools for health promotion and disease prevention relevant to FASD delivery to remote Indigenous communities in the Northern Territory (NT).
9. Display proven knowledge of social determinants of health, their impact on Indigenous populations and how they impact the development and evaluation of FASD activities.
10. Have the ability to work with the multi-disciplinary teams and to work as an effective team member.
11. Current Northern Territory Driver's License or ability to obtain one
12. Be in possession of or have the ability to apply for an OCHRE Card.
13. Have the ability and willingness to travel away from home by 4WD or light aircraft, including overnight stays, when required.

Desirable:

1. Highly competent computer skills including word processing, spreadsheets, internet and email
2. Experience in researching, collecting, analysing and interpreting information, evaluating options and formulating recommendations in a timely manner.

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CVs/Resumes provided to Anyinginyi will be retained on file either the successful Application Employment file for the duration of employment or on the Position Advertising file, documents are kept for a period of 7 years after cessation of employment or closure of position advertising file and then destroyed.

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