



## Mala'la Health Service Aboriginal Corporation

### Position Description

<b>Position Title</b>	<b>Manager, Community Wellness</b>
<b>Position Function</b>	<b>Management of the Community Wellness program</b>
<b>Reporting / Supervision</b>	Reports to CEO; supervises all staff employed within the Community Wellness Program
<b>Award</b>	Employment conditions as per the Aboriginal Community Controlled Health Services Award, 2010; Administrative Worker Grade 8
<b>Key Responsibilities / Key Performance Indicators</b>	<p><b>Strategic Direction and Vision</b></p> <ul style="list-style-type: none"> <li>• KPI 1: Provision of strategic leadership and management to the Community Wellness program in the provision of programs and services which collectively provide support and counselling to the people of Maningrida and surrounding outstations</li> <li>• KPI 2: Development and review of the Community Wellness Strategic and Operation Plans</li> <li>• KPI 3: Ensure that Aboriginal values, cultural knowledge and traditions have a prominent place in the development of the Community Wellness team</li> <li>• KPI 4: The Community Wellness team is viewed as having a high level of cultural competence and safety</li> <li>• KPI 5: Delivery of evidence based practices within a diverse team to improve Community Wellness outcomes in a range of areas including family counselling, suicide intervention, alcohol and drug addiction and a range of issues requiring professional advocacy to access resources</li> <li>• KPI 6: Integrate mainstream practices in therapy and counselling alongside of local cultural healing practices</li> <li>• KPI 7: Seek and advocate for new and innovative methods for the development of future programs that best meet the need of the Maningrida community in the area of Community Wellness</li> <li>• KPI 8: Develop inter agency and intra agency networks and a range of local relationships that encourage a community voice in the development of programs to support community wellbeing</li> <li>• KPI 9: Identify and develop pathways that facilitate a community response towards suicide prevention,</li> </ul>

	<p>intervention and suicide post intervention</p> <ul style="list-style-type: none"> <li>• KPI 10: Provide leadership and supervision to staff including performance management</li> <li>• KPI 11: Assist in developing annual action plan for funding body</li> <li>• KPI 12: Develop and promote programs that increase client access and involvement</li> <li>• KPI 13: Manage the Youth Diversion Program in collaboration with Department of Territory Families</li> <li>• KPI 14: Provide services within allocated budget</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Assist with the development of annual budget for SEWB program delivery</li> <li>• Provide services within allocated budget</li> <li>• Monitor and review year to date budget on a monthly basis with Accountant/CEO</li> </ul> <p><b>Personnel Management</b></p> <ul style="list-style-type: none"> <li>• Provide support and leadership to ensure optimum performance of staff within the Community Wellness program</li> <li>• Participate in annual performance review of staff</li> <li>• Provide regular mentoring/coaching of staff</li> <li>• Timely management of conflict issues</li> <li>• Foster a team approach to ensure optimal outcomes for clients</li> </ul> <p><b>Program Co-ordination</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain referral standards with relevant regional services</li> <li>• Plan, develop and deliver culturally appropriate information, training and workshops in the area of Community Wellness</li> <li>• Liaise regularly with other medical and allied health staff involved in the Community Wellness area</li> <li>• Participate in local, regional, Territory and federal education preventative and support campaigns</li> <li>• Ensure provision of assessments and follow up support to clients</li> </ul> <p><b>Clinical Liaison</b></p> <ul style="list-style-type: none"> <li>• Work with clinicians in providing assessment and treatment of clients</li> <li>• Provide effective case management of clients</li> <li>• Participate in the delivery of evidence based intervention and prevention programs</li> </ul> <p><b>Case Management</b></p> <ul style="list-style-type: none"> <li>• Ensure all practice is in line with current legislation and funding requirements</li> </ul>
--	---

	<ul style="list-style-type: none"> <li>• Assess, plan, implement and evaluate client care and social needs using a case management approach</li> <li>• Provide and maintain efficient care planning and supporting documentation</li> <li>• Ensure client care plans are developed and implemented in consultation with clients or their representatives/carers</li> <li>• Ensure services provided meet individual client needs</li> <li>• Ensure case conferences are implemented when required</li> <li>• Ensure health problems of clients are identified through accurate feedback from staff</li> <li>• Provide effective and adequate communication to family and significant others as required</li> <li>• Provide referral, advocacy and support to other services as required or requested on behalf of clients</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Provide monthly reports to the CEO outlining activities undertaken by the Community Wellness team including client numbers, results of program service delivery and any issues that have arisen</li> <li>• Record data to satisfy key performance indicators set by the funding body</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Arrange regular team meetings</li> <li>• Attend staff meetings</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Attend relevant workshops / conferences relating to Social and Emotional Wellbeing service delivery</li> </ul> <p><b>Mandatory Requirements</b></p> <ul style="list-style-type: none"> <li>• Confidentiality is a mandatory requirement; any breach of this requirement may compromise ongoing employment</li> <li>• Compliance with all policies and procedures of Mala'la Health Service</li> <li>• Report to the CEO immediately any personal criminal charges or convictions that arise</li> <li>• Attend Child Protection Mandatory reporting training</li> <li>• Participate in annual fire drill</li> <li>• Participate in annual performance review with CEO</li> <li>• Perform other duties as directed by CEO</li> </ul> <p><b>Work, Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Be familiar with WH&amp;S policies and procedures; apply guidelines and procedures</li> <li>• Report safety hazards within the workplace</li> <li>• Identify and assist in rectifying safety hazards within the workplace environment</li> <li>• Participate in WH&amp;S information sessions as requested</li> </ul>
--	---

<b>Essential / Selection criteria</b>	<ul style="list-style-type: none"> <li>• Appropriate tertiary qualifications in Social Work, Psychology or other human services</li> <li>• Minimum of five years professional experience in delivering client services ; demonstrated experience in using a range of therapeutic approaches</li> <li>• Demonstrated experience in leadership of counselling and support programs aimed at enhancing wellbeing of individuals and families</li> <li>• Demonstrated experience in leading and supervising staff in clinical settings</li> <li>• Developed therapeutic approaches to cross cultural work</li> <li>• Well developed counselling skills</li> <li>• Exemplary interpersonal and communication skills</li> <li>• Ability to work independently and as a team member</li> <li>• Computer literate</li> <li>• NT Ochre card</li> <li>• Satisfactory National Police check</li> <li>• Current drivers licence</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Understanding of community development and community empowerment approaches</li> <li>• Experience working within an Aboriginal Medical Service</li> <li>• Demonstrated ability to engage and work effectively within a remote Aboriginal community</li> </ul>

I accept the Position offered and agree to the terms and conditions contained in this position description

\_\_\_\_\_  
Signature: Applicant

\_\_\_\_\_  
Date

Signature: CEO, Malabam Heath Board

Date

Prepared: 6<sup>th</sup> May, 2019