



ORD VALLEY ABORIGINAL HEALTH SERVICE

Aboriginal Corporation

ICN 275

1125 Ironwood Drive KUNUNURRA WA 6743

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JOB DESCRIPTION FORM

1. GENERAL DETAILS

Position Title	Social and Emotional Wellbeing Coordinator
Area/Unit	Social Support Unit
Reports to	Health Services & Programs Manager
Award	ACCCHS – Modern Award
Employment type	Full Time

2. POSITION OVERVIEW:

To provide and supervise the delivery of high quality and evidence based Social and Emotional Wellbeing (SEWB) programs and services to the local town and community clients; ensuring the focus of care is on the needs of Aboriginal clients within the context of their cultural identity and social circumstances.

3. PREREQUISITES AND KEY SELECTION CRITERIA

Essential	<ol style="list-style-type: none">1. Current registration as a psychologist or Registered Nurse (Mental Health Practitioner) with the Australian Health Practitioners Regulatory Authority (minimum of two years' experience) OR a relevant tertiary qualification in social work (minimum of three years' experience) and eligibility for membership of a professional association.2. Practice in accordance with relevant legislation, policies, procedures, guidelines, standards, codes of ethics/conduct and statutory requirements.3. Knowledge and understanding of the issues pertaining to the social and emotional wellbeing of Aboriginal people in rural and remote areas.4. Demonstrate knowledge of Aboriginal Community Controlled Health Organizations.5. Able to assess and develop therapeutic relationships with clients, including those with complex needs, from varying social, ethnic and cultural backgrounds.6. Ability to manage a case load within a primary health care framework.7. Ability to provide education and promote mental health and wellbeing that fits with the needs of individuals, groups and the local community.8. Experience in leadership roles and supervising the work of team members.9. Capabilities and commitment to organised external psychologist/counselor for supervision for professional development.10. Excellent interpersonal skills applicable to working in a cross cultural environment.11. Excellent literacy and computing skills relevant to recording in client's notes, correlation of data and writing reports for management.12. Demonstrate commitment to evidence based practice in case management of people with mental health and/or social and emotional
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	<p>wellbeing issues.</p> <p>13. Ability to work independently and within a multidisciplinary team in the context of holistic health services.</p> <p>14. Are able to work, for short periods, under extreme weather conditions when on outreach and community visits.</p>
Desirable	<p>1. Experience working with remote Aboriginal people and communities.</p> <p>2. Post graduate qualifications in relevant areas.</p> <p>3. Certificate/training/experience in co morbid AOD and mental health.</p>

4. LEGAL COMPLIANCE

- Able to produce a National Police Clearance
- Able to produce a Working with Children's Check (if applicable to position)
- Able to produce a current driver's license (if applicable to position)

5. POSITION DUTY STATEMENT

1. Supervise day to day workload of SEWB team
2. Managing workload autonomously including referrals for clients with mental health and AOD issues and delegates duties to other team members when appropriate.
3. Undertake a general and complex caseload involving assessment, and management of clients.
4. Conduct assessments, therapeutic counselling and develop care plans with OVAHS GP's.
5. Provide clinical leadership in mental health for OVAHS team members and GPs.
6. Deliver KPI and funding reports to OVAHS Senior Management Team, Board and funding bodies
7. Ensure sound accounting practices and monitor SEWB budgets
8. Deliver mental health education sessions to individuals and groups.
9. Deliver mental health promotional activities targeting the Aboriginal community.
10. Work closely with families in a supportive and culturally appropriate manner to ensure improved outcomes for clients.
11. Liaise with other government and non-government agencies to provide care and support to clients.
12. Work closely with other SSU workers, Medical Officers, psychiatrist, Allied Health, OVAHS clinic staff to provide holistic care to Aboriginal people.
13. Collect data and write reports as required.
14. Identify own training and professional development needs.
15. Participate in training and continuing professional development including cultural awareness. Uses current knowledge and knowledge gained from training and education to support and train other staff.
16. Practice within clinical standards and quality of care, which is effective, efficient, and in accordance with agreed standards and policies.

6. ALL STAFF DUTY STATEMENT

General Duties

- Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within guidelines, standards, code of ethics/conduct and statutory requirements applicable to your role as an OVAHS employee.
- Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community.
- Participate in professional development activities and supervision as required.
- Undertake specific after hours work, including attendance at training as required.
- Attend internal and external meetings as requested.
- Undertake relevant and appropriate multi-functional duties.
- Report relevant clinical cases or issues to line manager which may have possible legal implications.
- At all times maintain a professional relationship with patients, other employees and visitors to OVAHS.
- Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients.
- Perform other duties as directed by Senior Management.

Governance: Organisational Safety and Quality Requirements

- Participates in the maintenance of a safe work environment and recognises acts on risks.
- Participates in an annual performance development review.
- Supports the delivery of safe and effective patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the ISO 2015: 9001 and RACGP Accreditation and the delegations on the Quality Management System (QMS).
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS Organizational and, Area / Program specific policies and procedures.
- Abides by the OVAHS Code of Conduct, National Health Practitioners Boards' Codes and Guidelines, Occupational Safety and Health Legislation, Disability Services Act, Road Traffic Act and the Equal Opportunity Act.

Governance: Cultural Safety and Quality Requirements

- Participate in cultural safety and competence training and staff development.
- Respect and abide by the direction of Aboriginal employees in matters related to cultural safety.
- Support language access and communication.
- Forward grievances and complaints to allocated Senior Aboriginal employee.

- Support the input and participation, from the Aboriginal community and patients, in the development of continuous quality improvement in culturally safe services.

Administrative Duties

- Maintain statistics, administrative records and client documents as per OVAHS policies and procedures.
- Produce report for OVAHS and funding bodies as required.
- Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles and phones.
- Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and produces minutes for meetings as requested.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.

7. Certification

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.

Name:

Position:

Signed: _____ **Date** ____/____/____

Name:

Position: Chief Executive Officer

Signed: _____ **Date** ____/____/____