JOB DESCRIPTION FORM

|  |  |
| --- | --- |
| Effective date of document | 12th January 2017 |
| Award | ACCHS |
| Award Type | Admin |

**POSITION IDENTIFICATION**

|  |  |
| --- | --- |
| **Title:** | **Sexual Health Project Officer** |
| **Reports to:**  **Supervision of:** | **KAMS Population Health Senior Manager**  **KAMS Population Health Senior Manager** |
| **Relationships – Internal**   * Liaise with KAMS Member Services and Remote Clinics in the Kimberley * Liaise with KAMS Population Health Unit and other KAMS programs * Liaise with other Kimberley Aboriginal Community Controlled Health Services   **External**   * Liaise with other government and non-government agencies and organisations where relevant and appropriate, as directed by the KAMS Population Health Unit Manager * Work in partnership with Aboriginal Health Council of Western Australia (AHCWA) * Liaise and work in partnership with South Australia Health Medical Research Institute (SAHMRI) | |
|  | |

|  |
| --- |
| **Duty Statement** |
| The Sexual Health Officer will report to and be directly accountable to the Population Health Senior Manager, coordinating a new initiative aimed at increasing testing and treatment in remote Aboriginal and Torres Strait Islander Communities for sexually transmissible infections (STIs) and blood borne viruses (BBV). The project is aimed at developing and delivering culturally appropriate community education, including a trial of peer educators to increase health literacy and knowledge on STIs and BBVs prevention, and improving clinical outcomes related to testing and treatment of STIs and BBVs.  .  **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

|  |  |
| --- | --- |
| **Key Responsibilities**   * Working with participating Aboriginal primary health care services and their constituent Aboriginal communities this project will: * Develop educational resources to be stored in an online environment aimed at three target groups: * youth, * carers, parents and people of influence, and * health professionals; * Develop and implement peer education programs to be trialled in remote communities; * Ensure all tasks, project goals and deliverables are achieved in terms of quality, budget, content and timeliness, in accordance with the requirements of the grant; * Plan, schedule, monitor and evaluate the grant’s related tasks and adjust objectives in accordance with changing priorities; * Provide analysis and progress reports on project outcomes; * Ensure the security of all data is maintained and confidentiality is protected.  |  | | --- | | * Facilitate consultations and provide feedback to Aboriginal communities and ACCHS for all aspects of the project. * This includes acting as a central contact for all relevant stakeholders and participating in internal and external committees, meetings and public events to promote and support associated initiatives and activities. * Provide input to the design, development, implementation and evaluation of Aboriginal STI and BBV education resources * Provide input to the design, development, implementation and evaluation of health practitioner resources and peer education program * Coordination of a community peer education program including the development of resources associated with this program to be trialled in selected remote communities * Regular written and verbal communication to project partners * Work with the SAHMRI based coordinator to identify patient management system capabilities, strengths and gaps, * Assist in the development of strategies to improve STI and BBV testing and treatment outcomes for remote communities including establishing and integrating STI and BBV testing into CQI programs within other CQI activities in ACCHS * Contribute to the design of an evaluation plan and participate in evaluation activities to be coordinated by an independent evaluation group. * Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed * Attend and participate in professional development activities including workshops and training as required * Attend and participate in Staff Development Days * Identify and assist to reduce Work Health & Safety hazards and risks * Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Health and Safety Act (WA) 1984* | |

|  |
| --- |
| **Selection Criteria** |
| **Essential:**   * A graduate or post graduate qualification in medicine, nursing, epidemiology, public health, or another health qualification relevant to Aboriginal health priorities * Demonstrated experience in health project coordination, public health, health services, health promotion * Understanding of sexual health and blood borne viruses interventions at community and/or clinical levels * Knowledge and experience of Aboriginal community controlled health services or primary health care * Strong interpersonal skills and the ability to communicate with a diverse range on internal and external stakeholders across multiple sites at varying professional and academic levels * Strong organisational skills with the ability to planning, research and priorities tasks to meet competing demands and deadlines * Knowledge of Aboriginal culture, remote and Indigenous health, including an understanding of remote sexual health medical practice, primary health care and population health issues or the ability to quickly acquire this knowledge. * Current C class WA driver’s license. * Willing and able to travel frequently by light aircraft or 4WD to communities in the Kimberley region   **Desirable:**   * Experience or qualifications in health promotion education programs * Experience in group facilitation |

|  |
| --- |
| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

|  |
| --- |
| **About KAMS**  [**www.kamsc.org.au**](http://www.kamsc.org.au/) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |