

Job Description Form	Sexual Health and BBVs Program Officer (Youth) (50D)
Work Group:	Workforce and Sector Development
Work Unit:	Sexual Health and Blood Borne Viruses
Reports To:	Executive Manager – Workforce and Sector Development
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Classification:	Administrative Grade 4
Approved by CEO:	3 rd July 2020 (Des Martin)

VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' model of care, empowering Aboriginal people to achieve health equality in their communities.

ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

POSITION PURPOSE

The Sexual Health and BBVs Program Officer (Youth) directly reports to the Sexual Health and BBVs Program Coordinator and is accountable to the Executive Manager Workforce and Sector Development. The position is primarily responsible for coordinating an increase in testing and treatment in remote Aboriginal and Torres Strait Islander communities for issues faced by Aboriginal Youth. The program is aimed at developing and delivering culturally

appropriate community education, including peer educators, to increase health literacy and knowledge on STI and BBV prevention, improving clinical outcomes related to testing and treatment of STIs and BBVs, social and emotional wellbeing, drug and alcohol misuse and healthy relationships. This role will work collaboratively with the Sexual Health and BBVs Program team, Youth Program team and Youth Committee to effectively deliver key program deliverables, and will be supported by the Sexual Health and BBVs Program Officer in the implementation of strategies to the target group including but not limited to: community based workers, the AHCWA Youth Committee, Youth Peer Educators and Aboriginal community members.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.
- Liaises with Hepatitis WA to deliver the course to AHCWA's member services.

INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
STRATEGIC	<ul style="list-style-type: none"> – Plan, develop and implement strategies which enhance quality improvement interventions and clinical management activities to reduce STIs and BBVs in Aboriginal people in WA, with a primary focus on Aboriginal youth. – Coordinate an increase in testing and treatment in remote Aboriginal and Torres Strait Islander communities for issues faced by Aboriginal youth, including: <ul style="list-style-type: none"> ○ Developing and delivering culturally appropriate community education, including peer educators, to

	<p>increase health literacy and knowledge on STI and BBV prevention;</p> <ul style="list-style-type: none"> ○ Improving clinical outcomes related to testing and treatment of STIs and BBVs; ○ Social and emotional wellbeing; ○ Drug and alcohol misuse; and ○ Healthy relationships. <ul style="list-style-type: none"> – Work collaboratively with the Sexual Health and BBVs Program team, Youth Program team and Youth Committee to effectively deliver key program deliverables. – With the support of the Sexual Health and BBVs Program Officer, implement strategies related to the target group including but not limited to: <ul style="list-style-type: none"> ○ Community based workers; ○ AHCWA Youth Committee; ○ Youth Peer Educators; and ○ Aboriginal community members. – Promote and support appropriate existing and planned clinical management of STIs and BBVs as well as maternal and reproductive health. – Provide support, advice and mentoring where necessary to ACCHS' sexual health and clinical staff. – Develop networks in Aboriginal communities to build community support for sexual health promotion activities. – Prepare written reports and other documentation as required in accordance with funding requirements and AHCWA policy and procedure.
CONTINUOUS QUALITY IMPROVEMENT (CQI), CAPACITY BUILDING	<ul style="list-style-type: none"> – Support and assist the Sexual Health and BBVs Program Officer to achieve deliverables and outcomes by: <ul style="list-style-type: none"> ○ Supporting services to identify, screen, treat and arrange follow-up treatment for sexual health viruses and blood borne viruses. ○ Co-facilitating Birds and the BBV's sessions in partnership with the Sexual Health and BBVs Program Officer and Hepatitis WA. ○ Supporting health care professionals to have the appropriate skills to understand the consequences, modes of transmission, symptoms, treatment and prevention of STIs and BBVs. – Work with participating Aboriginal primary health care services and their constituent Aboriginal communities to:

<p>PEER EDUCATION PROGRAM PLANNING AND DELIVERY</p>	<ul style="list-style-type: none"> ○ Develop and implement peer education programs in remote communities; ○ Use a systematic approach to assess the current understanding of STIs and BBVs testing and capacity from patient management systems; ○ 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; ○ 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 the peer education program; ○ Coordinate a community peer education program including the development of resources associated with this program; and ○ Provide regular written and verbal communication to project partners. <ul style="list-style-type: none"> – Train local young Aboriginal people to become peer educators. – Train other people who work with young Aboriginal people. – Work closely with ACCHS and other organisations that work with young Aboriginal people to identify potential peer educators. – Support peer educators to deliver education sessions or health promotion events. – Develop and review training plans and materials. – Provide financial incentives to peer educators to deliver education sessions or health events (maximum of 3 per educator). – Develop and implement an evaluation plan for the project and undertake pre and post evaluations for each training session undertaken and provide a timely and comprehensive report after each 6 month period.
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ACCHS SECTOR NEEDS ANALYSIS CONDUCTED TO BEST MEET NEEDS	<ul style="list-style-type: none"> – Use a variety of methods to collect information on ACCHS needs. – Assist services to conduct CQI activities including clinical audits and review for record keeping for STIs and BBVs.
TRENDS AND ISSUES REPORTED TO SECTOR PARTNERS	<ul style="list-style-type: none"> – Participate in relevant reference groups, committees and advisory groups and work in collaboration with other agencies in the STI and BBV field. – Provide information to WA Health on emerging trends and issues in the ACCHS sector with reference to STIs and BBVs.
CULTURAL ADVICE	<ul style="list-style-type: none"> – Provide cultural perspective to team members inclusive of the Sexual Health and BBVs Program Work Unit to ensure culturally safe practices. – Provide cultural perspective to Member Service Clinicians on culturally safe practices as they relate to clinical services.
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> – Actively participate in the organisation's QMS (LogiQC). – Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
OTHER	<ul style="list-style-type: none"> – Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values. – Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture. – Attend and participate in professional development activities including workshops and training as required. – Attend and participate in Employee Development Days. – Participate and comply with all Work Health & Safety responsibilities as per the <i>Occupational Safety and Health Act 1984</i> (WA). – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives.

POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
SEXUAL HEALTH CQI AND CAPACITY BUILDING	<ul style="list-style-type: none"> – At least 15 peer educators are trained in each 12 month financial year period. – Co-facilitate at least 3 Birds and the BBV's sessions in partnership with Hepatitis WA per 12 month financial year ensuring at least a minimum of 10 staff for metro, 5 for regional and 3 for remote staff who have client contact.
COORDINATION, PLANNING, DEVELOPMENT, IMPLEMENTATION, EVALUATION AND LEADERSHIP OF COLLABORATIVE ACTIVITIES REGARDING SEXUAL HEALTH	<ul style="list-style-type: none"> – Provision of timely and high quality written reports and other documentation in preparation for Staff Monthly Reports and other adhoc reports as requested. – Promotion of other trainings including but not limited to ASHM, Sexual Health Quarters and Department of Health training.
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> – Ensure all tasks assigned to this position are completed within a six (6) week period.

COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984* (WA).
- Possession of a relevant clinical qualification i.e. Aboriginal Health Worker / Aboriginal Health Practitioner or Registered Nurse.

- Relevant clinical knowledge, skills and a minimum 2 years' experience within community or public health.
- Possession of a current Western Australian Working with Children Card.
- Proven ability to mentor Aboriginal youth, ideally within the health sector with a strong understanding of youth engagement strategies.
- Demonstrated understanding of the issues that impact on young people in urban, regional and remote communities.
- Strong analytical and problem solving skills with the ability to develop strategies, ideas and opportunities to resolve issues in a timely and effective manner.
- Knowledge and/or an understanding of the current trends and issues affecting the health and wellbeing of Aboriginal communities throughout the state.
- Demonstrated experience in planning, implementing and evaluating public health programs, education and training for a diverse range of audiences.
- Demonstrated effective written and verbal communication and highly developed interpersonal skills including consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- Demonstrated knowledge and application of clinical quality improvement practices in primary health care with a focus on sexual health and blood borne viruses.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

DESIRABLE:

- Certificate IV in Training and Assessment (TAE40110) or working towards it or willingness to attain.
- Demonstrated knowledge of the Australian Qualifications Training Framework (AQTF) and best practice and assessment practices.
- Experience working within the Aboriginal Community Controlled Health Sector and a strong understanding and commitment to the sectors principles.
- Current registration with the Australian Health Practitioner Regulations Agency as a Registered Nurse or Aboriginal Health Practitioner.

PRACTICAL REQUIREMENTS:

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE
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I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	