

Job Description Form	Sexual Health and BBVs Program Coordinator
Work Group:	Public Health and Continuous Quality Improvement
Work Unit:	Sexual Health and Blood Borne Viruses
Reports To:	Executive Manager - Public Health and Continuous Quality Improvement
Direct Reports:	4
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Service Award 2020 (Cth)</i>
Classification:	Administrative Grade 5
Approved by CEO:	22 June 2021 (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 Coordinator directly reports to and is accountable to the Executive Manager - Public Health and Continuous Quality Improvement and forms part of the broader Public Health and CQI Work Unit.

The position is primarily responsible for providing expert sexual health and blood borne virus advice and support to Aboriginal Community Controlled Health Services and key external

stakeholders and partners such as Hepatitis WA and the WA AIDS Council with the aim of decreasing the incidence of STIs in Aboriginal peoples of Western Australia. This position is also responsible for the coordination, planning, development, implementation and evaluation of collaborative activities associated with the Sexual Health, Blood Borne Viruses and Hepatitis C programs as per the funding grant agreements, and assist in the development and delivery of professional development programs to the AHCWA Member Services. This position will work closely with the other Public Health and CQI Work Unit members, and Policy, Advocacy and Strategy Work Units to maintain a position and view across policy agendas that impact on Sexual Health in remote communities and promote Aboriginal health advocacy where it relates to STIs and BBVs.

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 key external stakeholders and partners including Hepatitis WA, WA AIDS Council, Sexual Health Quarters and Rural Health West to ensure a collaborative approach to course delivery targeted at Aboriginal people.

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
PROGRAM COORDINATION	<ul style="list-style-type: none"> – Coordinate the activities and reporting and provide support to the Sexual Health and BBV's team and AHCWA's Member Services in the provision of their key program deliverables. – Facilitate the development and strengthening of partnerships between AHCWA and other sexual health and BBV sector stakeholders, to ensure that relevant

	<p>information and expertise is shared for the benefit of the Aboriginal population.</p> <ul style="list-style-type: none"> – Facilitate the relationships and coordination of the Point of Care testing between the AHCWA Member Services, Kirby Institute and Flinders University. – Network, build and maintain strong relationships across AHCWA Member Services and with key stakeholders such as through regular meetings and engagement opportunities. – Collect, collate and report data to the Executive Management Team and funding bodies to demonstrate achievement of the program's KPI's, and to assist in the evaluation and continuous quality improvement of the Sexual Health and BBV's Program in accordance with the funding agreements. – Provide expert clinical management advice and support amongst the Sexual Health and BBV's Work Unit and Member Services in relation to compliance, audits, policies and procedures, clinical best practice management and data support and analysis where it relates to STIs and BBVs.
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. – Promote and support appropriate existing and planned clinical management of STIs and BBVs as well as maternal and reproductive health, including participating in relevant forums and meetings with key stakeholders. – 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.
CONTINUOUS QUALITY IMPROVEMENT (CQI), CAPACITY BUILDING AND PROJECT PLANNING AND DELIVERY	<ul style="list-style-type: none"> – Prepare written reports and other documentation as required in accordance with funding requirements and AHCWA policy and procedure. – Support health care professionals to have the appropriate skills to understand the consequences, modes of transmission, symptoms, treatment and prevention of STIs and BBVs.

	<ul style="list-style-type: none"> – Actively monitor project risks to foresee potential problems and proactively identify solutions to address in advance.
TEAM LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> – Uphold, motivate, support and direct employees in the Sexual Health and BBVs Work Unit towards the organisation's aim, mission, vision, values and objectives as per the organisation Constitution and Strategic Plan. – Provide strong leadership, direction and accountability in all activities. – Provide leadership in problem solving issues that arise. – Ensure that employees are allocated responsibilities appropriately as per their job descriptions. – Update and review position JDF's at least annually. – Create, implement, monitor and maintain position/employee work-plans to meet project deliverables and organisational objectives. – Identify employees that require support and assistance in fulfilling their responsibilities and arrange for the provision of support and assistance. – Effectively delegate both routine and important tasks and decisions to subordinates. – Promote and uphold an organisational culture that emphasises continuous quality improvement initiatives. – Monitor and closely review individual and team progress and results. – Hold frequent performance and professional development discussions including the completion of probation and performance reviews etc. – Ensure that the professional development needs of employees are met and are consistent with organisational policy – Support and encourage employees to undertake professional development initiatives, including being aware of each employees' career goals and developing professional development plans as required. – Promote continual quality improvement. – Address performance/behaviour issues of subordinates in an effective and timely manner. – Identify employees that may require performance management. – Where necessary, performance manage employees to ensure compliance with policy and procedures.

	<ul style="list-style-type: none"> – Engage with employees regularly, disseminating information effectively and in a timely manner. – Provide regular feedback including both positive and constructive feedback in an appropriate manner. – Promote a collaborative working environment for all employees. – Create strong morale and spirit within the team, encouraging collaboration, team work and knowledge sharing. – Develop and sustain employee engagement and commitment to the organisation's vision and objectives. – Address conflicts and grievances appropriately and in a timely manner in line with organisational policies and procedures.
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. – Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.
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 and Safety responsibilities as per the <i>Occupational Safety and Health Act 1984 (WA)</i>. – Identify and assist to reduce Work Health and Safety hazards and risks. – Follow the reasonable direction of Work Health and 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"> – An increase in the utilisation of Point of Care testing within relevant ACCHS.
COORDINATION, PLANNING, DEVELOPMENT, IMPLEMENTATION, EVALUATION AND LEADERSHIP OF COLLABORATIVE ACTIVITIES REGARDING SEXUAL HEALTH	<ul style="list-style-type: none"> – Sound progress against agreed program deliverables and KPIs. – Timely completion of all contractual obligations including program delivery, funding reports, evaluations and compliance requirements to a high standard. – Engage, build and foster key stakeholder relationships and partnerships that help advance program objectives. – Effective financial management and cost control, ensuring program outputs are met within budget constraints. – Build and sustain a high performing, cohesive and competent team that can actively meet the needs of the program. – Provision of timely and high quality written reports and other documentation in preparation for Staff Monthly Reports, Operational Management Team Reports, Board Reports and Funding Reports. – 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:

- Possession of a relevant clinical qualification i.e. Aboriginal Health Worker / Aboriginal Health Practitioner or Registered Nurse.
- Relevant clinical knowledge, skills and a minimum 5 years' experience within the sexual health field.
- Possession of a current Western Australian Working with Children Card.
- Strong analytical and problem solving skills with the ability to develop strategies, ideas and opportunities to resolve issues in a timely and effective manner.
- A leadership style that develops, coaches and empowers employees to achieve the best possible outcomes of client and clinical service delivery.
- 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:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Certificate IV in Training and Assessment (TAE40110) or working towards it or willingness to attain.
- Demonstrated knowledge of the Australian Qualifications Framework (AQF) 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:	