



Job Description Form **Sexual Health and BBVs Program Officer (Youth) (50D)**

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 Service's Model of Care, empowering Aboriginal people to achieve health equality in their communities.

Aboriginal Culture

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

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

Culture

Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.

Integrity

Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.

Passion

Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.

Collaboration

Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.

Accountability

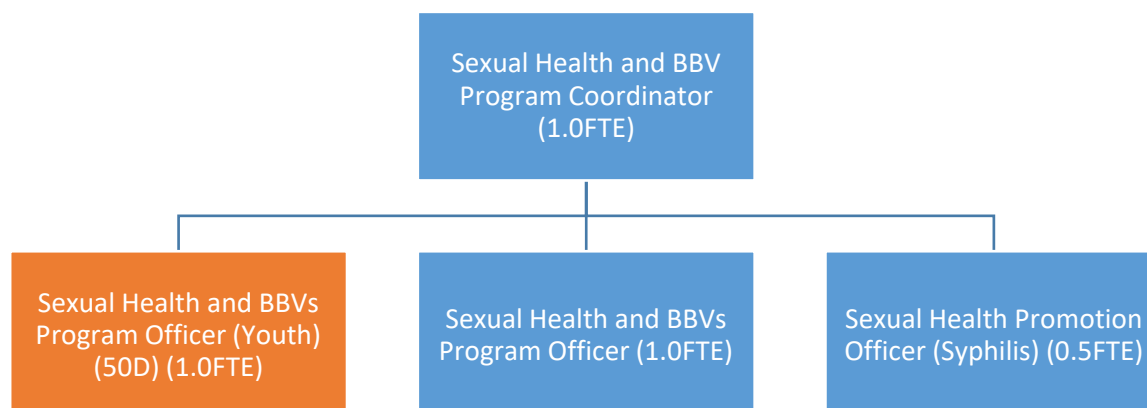
Being accountable to all our Members, stakeholders and the community

Resilience

Embracing challenges and harnessing opportunities to empower our communities for self-determination.

Position Title	Sexual Health and BBVs Program Officer (Youth) (50D)
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 (PHCQI)
Direct Reports	Nil
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Administrative Grade 4
Approved by CEO	20 September 2022 (Des Martin)

Team Structure



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 Public Health and Continuous Quality Improvement (PHCQI).

The position is primarily responsible for coordinating an increase in testing and treatment in Aboriginal and Torres Strait Islander communities in Western Australia through education sessions, and Health Promotion messaging.

The Sexual Health and BBVs Program Officer (Youth) will facilitate a program aimed at delivering culturally appropriate education to Aboriginal communities, to increase health literacy and knowledge of STI and BBV prevention, and testing and treatment of STIs and BBVs.

The program offers a holistic view of health involving Social and Emotional Wellbeing, Drug and Alcohol misuse, Healthy Relationships and other Sexual Health topics. This role works collaboratively with the Sexual Health and BBVs Program team to effectively deliver key program deliverables, and is supported by the Sexual Health and BBVs Program Coordinator in the implementation of strategies to the target group.

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 and 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 in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

Internal

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

Responsibilities of this Position

Strategic

- Plan, develop and implement strategies, which enhance quality improvement interventions to reduce STIs and BBVs in Aboriginal people in WA, with a primary focus on Aboriginal youth.
 - Work collaboratively with the Sexual Health and BBVs Program Team 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:
 - 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.
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- 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.
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Continuous Quality Improvement and Capacity Building

- Work with participating Aboriginal primary health care services and their constituent Aboriginal communities to develop and implement peer education programs.
 - Work closely with ACCHS and other organisations that work with young Aboriginal people to identify potential peer educators.
 - Coordinate and deliver a community peer education program including the development of resources associated with this program.
 - Train local young Aboriginal people and other people who work with young Aboriginal people to become peer educators.
 - Support peer educators to deliver education sessions or health promotion events.
 - 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.
 - Provide input into 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.
 - 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.
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ACCHS Sector Support

- Use a variety of methods to collect information on ACCHS needs.
 - Develop and/or disseminate appropriate resources to ACCHS staff.
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Collaboration with Key Stakeholders

- Participate in relevant reference groups, committees and advisory groups and work in collaboration with other agencies in the STI and BBV sector.
 - Provide information to WA Health on emerging trends and issues in the ACCHS sector with reference to STIs and BBVs and young people.
 - Consult and engage with relevant community groups and Member Services to determine the appropriate resources to meet the needs of local communities.
 - Identify and establish relationships that will benefit the Sexual Health and BBV Team to achieve program deliverables.
 - Utilise effective communication skills to establish and maintain key stakeholder relationships.
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Cultural Advice

- Provide cultural perspective to team members inclusive of the Public Health and Continuous Quality Improvement Work Group to ensure culturally safe practices are promoted and adhered to.

Quality Management System

- 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

- 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 *Work Health and Safety Act 2020 (WA)*.
 - Identify and assist to reduce Work Health & Safety hazards and risks.
 - Follow the reasonable direction of Work Health & Safety representatives.
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Position 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	<p>Deliver at least 4 Young Leaders Programs (YLP) in each 12 month financial year.</p> <p>Deliver (YLP) to at least 50 young people in a 12 month financial year.</p> <p>Identify at least 15 potential peer educators to participate in health promotion events per 12 month financial year.</p>

Member Support	Assist Member Services to provide localised responses to reduce the transmission of STIs and BBVs in their region through grant distribution and media campaigns.
Coordination, Planning, Development, Implementation, Evaluation and Leadership of Collaborative Activities Regarding Sexual Health	<p>Provision of timely and high quality written reports and other documentation in preparation for Staff Monthly Reports and other adhoc reports as requested.</p> <p>Promotion of other trainings including but not limited to ASHM, Sexual Health Quarters and Department of Health training.</p>
Quality Management System	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.

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).
- Relevant knowledge, skills and/ or 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 issues affecting the health and wellbeing of Aboriginal communities throughout the state.
- Demonstrated effective written and verbal communication and interpersonal skills including consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- 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

- Possession of a relevant clinical qualification i.e. Aboriginal Health Worker / Aboriginal Health Practitioner or Registered Nurse.
- Demonstrated experience in planning, implementing and evaluating public health programs, education and training for a diverse range of audiences.
- Experience working within the Aboriginal Community Controlled Health Sector and a strong understanding and commitment to the sectors principles.

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

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	