



Job Description Form

Traineeship Program Coordinator (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

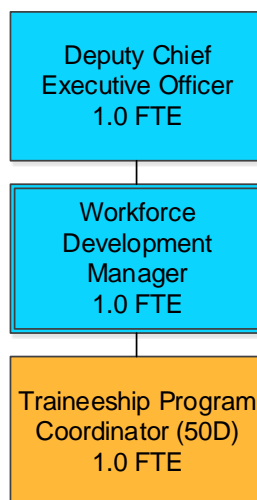
Being accountable to all our Members, stakeholders and the community

Resilience

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

Position Title	Traineeship Program Coordinator (50D)
Work Group	Workforce and Sector Development
Work Unit	Workforce and Sector Development
Reports To	Workforce Development Manager
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 3
Approved by A/CEO	21 March 2023 (Amanda Collins-Clinch)

Team Structure



Position Purpose

The Traineeship Program Coordinator (50D) reports to the Workforce Development Manager, and is directly accountable to, the Deputy Chief Executive Officer and is responsible for coordinating the Indigenous Health Workforce Traineeship (IHWT) Program across the Aboriginal Community Controlled Health Services (ACCHS) in Western Australia.

The IHWT Program is designed to:

- Increase the number of skilled Aboriginal people working in the Aboriginal primary health care sector;

- Create viable career pathways in the primary health care sector for Aboriginal people, and;
- Build the capacity of ACCHS to provide culturally appropriate health care to Aboriginal people.

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.

Strategic Alignment

The organisation's Strategic Plan 2021-25 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of Traineeship Program Coordinator (50D) is aligned with goals 2 and 4. Support and Strengthen and Grow and Advance.



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 Aboriginal Registered Training Organisations (RTOs) and other training providers regarding training courses/programs.
- 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

Program Coordination

- Actively promote the IHWT Program through metropolitan, regional and remote parts of WA.
- Engage with local community members to undertake a health or community services traineeship in the Aboriginal Community Controlled Health Sector.
- Engage with Member Aboriginal Community Controlled Health Services in WA to participate in the program.
- Identify, assess and recruit suitable trainees with the right background and attributes to take on a traineeship in the IHWT Program.
- Source relevant training providers and match trainees with relevant culturally appropriate training programs.
- Provide comprehensive administrative support for trainees to enroll in relevant training courses and link them with a participating ACCHS.
- Act as a link between registered training providers and trainees to coordinate training.
- Mentor and support each trainee throughout their traineeship.
- Monitor trainee progression, through regular contact and visits.
- Identify and assess any barriers connected with traineeship progression and work collaboratively to resolve any issues.
- Network and build relationships with host employers and trainees.
- Support participating Member ACCHS with resources and templates to engage, monitor and manage individual trainees.
- Coordinate all travel and accommodation arrangements for the Trainees, including sourcing suitable accommodation.
- Coordinate the processing of grant payments for trainee wages, training fees and associated costs as required.
- Maintain a register of trainees.
- Write progress reports related to the program.
- Undertake general clerical and administrative functions related to the program.

Quality Management System (QMS)

- 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 and Safety responsibilities as per the *Work Health and Safety Act 2020 (WA)*.
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

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
Traineeship Coordination	<ul style="list-style-type: none"> • Identification and recruitment of suitable trainees. • Effective mentorship and support to trainees. • Number of traineeships completed.
Program Compliance and Reporting	<ul style="list-style-type: none"> • Timely completion of all contractual obligations including funding reports, evaluations and compliance requirements to a high standard.
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.

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).
- Experience in program/project administration, recruitment, training and development or a related field.
- Well-developed administrative skills, including strong attention to detail, accuracy and time management skills.
- Strong interpersonal skills, with the ability to communicate with applicants, external organisations, management and employees at all levels of the organisation.
- Highly organised with the ability to effectively plan and coordinate own workload.
- Strong written communication skills with the ability to draft correspondence, edit documents and write reports.
- Proficiency in the use of business technology and desktop applications; including the use of Microsoft office packages and internet database packages.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

Desirable

- Experience working in Aboriginal Health.
- Understanding of the challenges and issues including social determinants affecting Aboriginal people's health in contemporary Australian society.

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:	