JOB DESCRIPTION FORM

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| Effective date of document |  |
| Award | ACCHS |
| Award Type | Modern 2010 |

**POSITION IDENTIFICATION**

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| **Title:** | **SEWB Learning and Development Coordinator** |
| **Reports to:**  **Supervision of:** | **Senior Manager SEWB and Mental Health**  SEWB Learning and Development Project Officer |
| **Relationships – Internal**   * Remote Services * headspace Broome * Corporate Services * Finance Team * Workforce Support, Human Resources and RTO teams   **External**   * KAMS Members Services – notably the SEWB teams * KAMS Partner organisations including MH, SEWB and AOD service providers * WACHS * NIAA * Kimberley Aboriginal Health Planning Forum members and sub committees * Funding bodies * ACCHWA and NACCHO * Research partners and KAHRA | |
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| **Duty Statement** |
| The SEWB Learning & Development Coordinator role leads the coordination, development and delivery of Social and Emotional Wellbeing (SEWB) workforce learning and development programs to the Kimberley SEWB sector, aligned to the WA Aboriginal Community Controlled Health Services SEWB model of care.  This role will provide specialist learning and development advice to SEWB teams in KAMS, member services and partner organisations, and lead the development of workforce support plans and training options to address priority training needs for the SEWB workforce in the region.  This includes developing strong connection and partnership agreements with the Kimberley Aboriginal Community Controlled SEWB, AOD and mental health service providers to undertake workforce support, planning, analysis, resourcing, commissioning and reporting against the contract deliverables. The aim of the role is to establish strong connections to support partner organisations and KAMS clinics to build the capability and confidence of the SEWB workforce and work towards the strategic priorities of the Kimberley Aboriginal Medical Services.  **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities**  **LEARNING NEEDS ANALYSIS**   * Undertake an annual Kimberley Regional SEWB Workforce needs analysis. Through consultation internally and with external partner organisations, analyses the learning and development needs of the SEWB, AOD and Mental Health teams aligned to the requirements of the funding contract, the SEWB model of care and capability framework, and the Kimberley ACCHS regional priorities. * Recommends learning and development solutions to meet identified SEWB workforce skill needs and contributes to the development and formulation of workforce learning plans, programs and application of effective adult learning techniques. * Manages, reviews, and evaluates SEWB workforce learning and development initiatives.   **PROGRAM DEVELOPMENT & DELIVERY**   * Develops and delivers or commissions, learning and development programs aligned to the Kimberley SEWB workforce priorities such trauma informed brief intervention practice, community development, mental health and suicide prevention intervention skills. * Applies adult learning techniques and concepts such as the 70-20-10 learning and development framework, to the development and delivery of workforce support, learning and development programs. * Evaluates and reports on SEWB learning and development activities in accordance with the key performance indicators of the funding contracts.   **CONSULTATION & ADVICE**   * Consults with stakeholders to identify SEWB workforce issues in relation to learning and development and provides appropriate advice to promote best practice in accordance with the WA ACCHS SEWB model of care.   **CONTRACT MANAGEMENT**   * As required, provides recommendations and manages contracts in line with project deadlines and budget. * Project manages strategic projects and programs in response to KAMS and regional partner’s SEWB workforce support priorities * Provide, monitor, evaluate and report data in relation to SEWB learning and development issues.   **STANDARDS**   * Demonstrate high standards and practice of ethical conduct and behaviour as required under KAMS Code of Conduct and relevant professional codes of ethics. * Demonstrate strong commitment to Culturally safe practice standards through implementation and promotion of the Kimberley Cultural Security Framework * Provide leadership to team continuous quality improvement activities to ensure quality standards and relevant accreditations are maintained. * Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues. * Demonstrate commitment to the legislative obligations set out in the Occupational Health and Safety Act 1984. |

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| **Selection Criteria** |
| Essential Criteria   * Aboriginal and/or Torres Strait Islander descent (50D) * Strong understanding of, and commitment to Cultural Security in the delivery of SEWB services to Aboriginal and Torres Strait Islander peoples. * Possess a tertiary qualification relevant to the role, and/or significant proven experience in a similar role. * Well-developed skills and ability in leading, developing, managing and coordinating projects or programs to achieve best practice outcomes and improve workforce capability and confidence. * Ability to develop project plans, set and meet priorities and deadlines, monitor project resources, report on activity and progress and apply project management methodology to deliver outcomes. * Ability to effectively apply knowledge of adult learning principles and good practice in program development and management. * Well-developed ability to influence, engage, build and maintain successful relationships and networks with a range of stakeholders, to deliver successful outcomes for the SEWB workforce in the Kimberley. * Ability to work as a member of a team or work independently on tasks to deliver services and achieve outcomes. * Well-developed skills and ability to effectively plan, organise and prioritise daily workload to meet set targets in a service environment, with high accuracy and attention to detail. * Well-developed skills and ability to communicate both verbally and in writing, including the ability to present information and advice in a clear, concise and articulate manner. * Well-developed interpersonal skills, including the ability to communicate and negotiate with a diverse range of people. * C class drivers licence * Ability and willingness to travel regionally as required   **Desirable:**   * Experience in a similar role, notably within a mental health, Aboriginal health or primary healthcare setting * Knowledge and experience working in the Aboriginal Community Controlled Sector, notably in the Kimberley region of WA |

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| **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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **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. |