JOB DESCRIPTION FORM

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

**POSITION IDENTIFICATION**

|  |  |
| --- | --- |
| **Title:** | **SEWB Learning and Development Project Officer** |
| **Reports to:** **Supervision of:**  | **SEWB Learning and Development Coordinator****Nil** |
| **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
* ACCHWA and NACCHO
* Research partners and KAHRA
 |

|  |
| --- |
| **Duty Statement** |
| To provide project support to the SEWB Leaning and Development Coordinator and Capacity Building team. Undertake tasks as directed that support and deliver on specific contract deliverables for the SEWB team in areas of workforce support, learning and development, SEWB training, learning events and forums, and targeted commissioning of priority training needs for the region within budgets. This role includes maintaining systems and processes to support project deliverables, data collection and contract report preparation. The aim of this role is to undertake SEWB project activities that improve the capability and confidence of the regional SEWB workforce, and aligned to KAMS strategic priorities. **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

|  |
| --- |
| **Key Responsibilities****Administration and Finance*** Prepare cost estimates, budgets and reports
* Prepare work plans for allocated project activities
* Prepare and provide project updates and reports
* Establish and maintain appropriate data collection and record keeping to support measuring required KPIs and reporting against contract deliverables

**Project Development and Coordination** * Support collating information across SEWB and mental health teams for service reports and stakeholder communication.
* Support coordination of the learning and development annual activities calendar.
* Undertake continuous quality improvement procedures and lead service based improvement projects
* Provide support to the delivery of other priority project tasks as directed by manager

**Research and Evaluation*** Capture, collate and report on the results from activities
* Undertake research tasks related to Mental Health and SEWB services as required by line manager or the Executive Manager Mental Health – such as document reviews or briefing notes

Other tasks as directed by managers |

|  |
| --- |
| **Selection Criteria** |
| **Essential:*** Aboriginal and/or Torres Strait Islander descent (50D)
* Post-secondary qualification in a related field (Health, Social Services, Learning and Development, Research, Project Management), and or proven experience in a related role
* Attention to detail and strong communication skills (both written and oral)
* Knowledge and experience with using programs such as Microsoft office (including word, outlook, excel and video platforms such as Microsoft teams)
* Solution focussed including the proven ability to use initiative to achieve outcomes
* Experience in data collection and report writing
* Excellent work ethic
* Excellent time management skills including capacity for multi-tasking and an ability to work under pressure when required
* Ability to work in a team environment as well as independently
* C class drivers licence
* Ability and willingness to travel regionally as required

**Desirable:*** Experience working in a mental health or primary healthcare setting
 |

|  |
| --- |
| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**KAMS CEOSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

|  |
| --- |
| **About KAMS**[**www.kams.org.au**](http://www.kams.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. |