



POSITION DESCRIPTION – SEXUAL HEALTH PROJECT OFFICER

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| Reports to: | Practice Manager | Date Approved: | 6 September 2021 |
| Award: | Nurses Award 2010 | Classification: | Registered Nurse Level 2, Pay Point 1 |

ORGANISATIONAL CONTEXT

The Broome Regional Aboriginal Medical Service (**BRAMS**) is an Aboriginal Community Controlled Health Service which has been caring for the Broome community for more than 40 years. When we first opened our doors in 1978, BRAMS was the first remote Aboriginal Medical Service in Western Australia.

BRAMS provides comprehensive, holistic and culturally responsive primary health care, social and emotional wellbeing services, and NDIS support to Aboriginal people living in Broome. BRAMS delivers more than 40,000 of occasions of service each year. BRAMS delivers services in accordance with our Model of Care.

BRAMS has an experienced team of health professionals, including Aboriginal Health Workers and Practitioners, GPs, Nurses, Psychologists, Social and Emotional Wellbeing Counsellors, NDIS support workers, and Public Health Officers who work together to improve health outcomes in the local community.

Our Vision

Healthy People – Strong Community – Bright Future

Our Mission

Provide holistic and culturally responsive health and wellbeing services for Aboriginal and Torres Strait Islander People. That means making our Mob healthy.

Our Guiding Values

Respect: Treat one another and others with respect.

Integrity: Be truthful, honest and ethical in our dealing with one another and others.

Accountability: Take responsibility for what we do and the decisions we make.

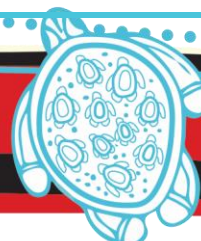
Quality: Provide high quality services that meet the expectations of our clients and the community.

ROLE PURPOSE

The Sexual Health Project Officer is responsible for responding to the disproportionately high rates of BBV/STI among Aboriginal and Torres Strait Islander people in the Broome Region by improving health care access through innovation and service expansion.

This position works as a member of the clinical team under the BRAMS Model of Care and will work closely with Aboriginal Health Workers, Medical Officers, Nurses and other specialist health service teams.

This position is also responsible for the coordination, planning, development, implementation and evaluation of activities associated within the Sexual Health Program, including Blood Borne Viruses (BBV) and Sexually Transmitted Infections (STI) as per the funding grant agreements.





| KEY RESPONSIBILITIES | MAIN DUTIES |
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| <p><u>Service Delivery</u> Design and develop solutions to meet the specific needs, as these relate to BBVs and STIs, of the local community.</p> | <ul style="list-style-type: none"> > Provide STI/BBV clinical management to clients and named contacts including testing, treatment, contact tracing and follow-up. > Implement strategies to increase testing, treatment and prevention of BBVs and STIs. > Prioritise and coordinate the delivery of sexual health services based on needs identified through surveillance programs. > Practice according to the the Kimberley Protocol STI Guidelines, Silver book WA - STI/BBV Management Guidelines, and the National Program Guidelines for Point of Care Syphilis testing. > Initiate full health checks/715s in accordance with BRAMS model of care/NKPIs where and when possible and appropriate. > Support the use of point of care testing for STIs. > Work collaboratively with the clinical team to create a positive practice environment that achieves best practice outcomes for patients receiving sexual healthcare services. > Facilitate quality improvement activities for the sexual health program to ensure the provision of high quality of care to patients. > Complete monthly progress reports for the Practice Manager. |
| <p><u>Health Promotion</u> Develop and undertake health promotion activities and resources to strengthen testing, treatment and prevention strategies.</p> | <ul style="list-style-type: none"> > Develop and undertake relevant community engagement activities, including health promotion and resources in accordance with the BRAMS Health Promotion Framework. > Collaborate with internal and external partners and stakeholders in the development and delivery of sexual health programs. > Ensure sexual health promotion programs are consistent with the needs of Aboriginal people, the strategic direction of BRAMS and reflect state and national priorities on Aboriginal sexual health. > Prepares and documents appropriate evaluation strategies, as required to ensure evaluation is conducted for health promotion activities. |
| <p><u>Administration and Compliance</u> Maintain records in accordance with organisational policies.</p> | <ul style="list-style-type: none"> > Maintain secure and accurate client information on the MMEX system. > Actively participate in Continuous Improvement activities, including data collection and cleansing. > Adherence to the BRAMS IAHP annual work plan that includes Key Performance Indicators. > Ensure respectful and active participation in team meetings, staff meeting and community activities as practicable. > Adhere to all BRAMS policies and procedures as appropriate to the role. |





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| | <ul style="list-style-type: none"> > Foster and promote a collaborative team environment within the workplace. > Proactively investigate new perspectives, attitudes and behaviours and take steps to evaluate and improve your own and organisational performance. |
| <u>Stakeholder Engagement</u> Maintain and establish networks with relevant organisations. | <ul style="list-style-type: none"> > Maintain established networks with relevant organisations and community groups to encourage a coordinated approach to primary health care. > Promote BRAMS services to other organisations and service providers to effective referral pathways. |
| <u>Quality Management System</u> Contribute to effective team performance which ensures BRAMS continues to deliver the best service to community in line with program specific accreditations and ISO 9001 standards. | <ul style="list-style-type: none"> > Comply with and contribute to continuous improvement of all BRAMS policies, procedures and processes. > Contribute to achieving BRAMS Quality Objectives. > Participate in internal and external audits. > Utilise BRAMS' QMS System (LOGIQC) to its full capacity. |
| <u>Occupational Health & Safety</u> Safe workplaces and environments are provided and maintained for Staff, Clients and external stakeholders. | <ul style="list-style-type: none"> > A positive workplace culture free of bullying, harassment and discrimination is promoted. > All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken. > Immediate intervention occurs wherever unsafe work practices are observed. |
| <u>Aboriginal Ways of Working</u> Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities. | <ul style="list-style-type: none"> > Aboriginal clients, staff and communities are supported in a way which protects and respects their cultures. |
| The duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role. BRAMS reserves the right to vary the Position Description. | |

KEY RELATIONSHIP/REPORTING LINES

Accountability

The Sexual Health Project Officer is accountable to the Practice Manager.

Direct Reports

The position has not have direct reports.

General Relationships

Build effective relationships across the organisation, community groups and Aboriginal communities.





EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with BRAMS Employment Screening Policy. The following checks will be required for this role:

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| <input checked="" type="checkbox"/> National Police Check | <input checked="" type="checkbox"/> Pre-Employment Medical Assessment |
| <input checked="" type="checkbox"/> Working with Children Check | <input type="checkbox"/> National Disability Insurance Service Check |
| <input checked="" type="checkbox"/> AHPRA Verification Check | <input checked="" type="checkbox"/> Drivers Licence Verification Check |
| <input type="checkbox"/> Passenger Transport Driver Check | |

WORKFORCE CAPABILITY FRAMEWORK

BRAMS is operating in a rapidly changing environment which requires our workforce to build capabilities and quality to enable - and drive - sector reforms, particularly the Closing the Gap initiative.

For staff to successfully operate according to BRAMS' Model of Care, they must deliver on six main components of work. That is, to perform optimally, BRAMS staff must:

- > Understand the Aboriginal Medical Service context;
- > Understand our consumers and their needs;
- > Be focused on solutions;
- > Deliver quality services;
- > Manage self;
- > Undertake training and education relevant to their job role.

These stages of work can be thought of as 'domains', and are intended to be consistent with BRAMS' Model of Care. Each domain comprises several capabilities that enable BRAMS staff to achieve the objectives of that stage of work. These domains and capabilities combine to form the capability framework for BRAMS.

BRAMS MODEL OF CARE

The Model of Care sets the parameters by which BRAMS aims to deliver consistent, comprehensive, holistic, high-quality, and culturally responsive primary health care and social and emotional wellbeing services to Aboriginal people living in Broome.

It aligns with, and incorporates, the Aboriginal Health Council of Western Australia (AHCWA) Aboriginal Community Controlled Health Services' Model of Care, and acknowledges the importance of providing timely, accessible, affordable, and appropriate health care for Aboriginal people and communities.

Care needs to be strongly connected to country and cultural heritage, and must recognise the integral role that family and community play in the overall physical, mental and spiritual wellbeing of an individual.





SELECTION CRITERIA

Candidates for the position of Sexual Health Project must address the following selection criteria:

Essential Criteria

- > Previous experience within an Aboriginal and Torres Strait Islander Community Controlled Health Service.
- > Must hold and maintain a current Australian issued Driver's Licence.
- > Registered Nurse, Enrolled Nurse or Aboriginal Health Practitioner.
- > Registration with the Australian Health Practitioner Regulation Agency.
- > Demonstrated knowledge in Sexual Health.
- > Effective interpersonal, written and oral communication skills.

Desirable

- Post graduate qualification in Sexual Health.

ROLE ACCEPTANCE

I have read and understood the responsibilities associated with this role the organisational context and the values of BRAMS as outlined within this document.

Employee Signature:

Date:

