JOB DESCRIPTION FORM

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| Effective date of document; May 2020 |  |
| Award ACCHS Admin |  |
| Award Type: Grade |  |

**POSITION IDENTIFICATION**

Project Coordinator–Kimberley Supports

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| **Title: Kimberley Supports Project Coordinator** |
| **Reports to:** Kimberley Supports Senior Manager  **Supervision of**: Kimberley Supports Project Officer and Admin Assistant |
| **Relationships – Internal**  CEO, Deputy CEO  Executive Managers  Kimberley Supports  Population Health and other KAMS units  KAMS Remote Clinics  **External;**  Kimberley Supports Regional Consortium  KAMS Member Services and other Aboriginal Health Services  NDIA  Government and non-Government organisations; WACHS, Dept Education, Sporting Groups and community groups |
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| **Duty Statement**  Kimberley Supports is an enhancement program funded by the NDIA to provide equity and equality to Aboriginal families that have disabilities living in the Kimberley, providing culturally secure referral pathways to access NDIS assistance and support systems to enrich their lives.  The program includes early childhood development support for Aboriginal children aged 0-7 years of age. The Kimberley Capacity Coordinator is part of a multi-disciplinary team including Early Childhood Development Allied Health staff, Child Health Nurses, Remote Family Support Workers and NDIS Evidence and Access Planners, Remote Community Connectors.  This position is responsible for undertaking the development of key Kimberley Supports initiatives related to community awareness raising, health promotion and promoting healthier choices for Aboriginal families with disabilities living in Broome, Beagle Bay, Bidyadanga and the Kutjungka. The position will work closely with the Kimberley Supports Early Childhood Support team, Evidence and Access team and the KAMS Population Health unit. |
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| **Key Responsibilities**  This position has the following key outcomes and responsibilities:  **Service Provision:**   * Enhance access and engagement of Aboriginal families living with a disability to improve health and wellbeing outcomes. * Enhance access and engagement of Aboriginal families with children that have a developmental delay to culturally appropriate support services. * Work collaboratively with the Kimberly Supports multi-disciplinary team members to determine service needs, activities and goals that identified Aboriginal communities aim to achieve and the coordination of outcomes. * Provide information to families, Aboriginal communities and local community groups regarding disability, the importance of providing opportunities for Aboriginal families with disabilities to access programs, activities and sporting groups to improve and maintain healthy lifestyle choices * Development and delivery of culturally secure education and training sessions at a local level to stakeholders and Kimberley Supports staff across the region.   **Leadership:**   * Support the Kimberley Supports Senior Manager to meet operational needs and tasks identified in the annual activity work plan. * Coordination of the Kimberley Supports Project Officer role to develop and implement activities and strategies identified in the annual activity plan. * Develop and maintain positive partnerships with new and existing community groups, sporting clubs, stakeholders and Aboriginal Community Councils.   Support and coordinate the Kimberley Supports Project Officer role with identified Aboriginal communities who aim to develop peer support and advocacy groups in their local community   * Design and implementation of local community awareness campaigns and health promotion education promoting the benefits of healthy lifestyle choices developed in partnership with Aboriginal people in the communities of Broome, Beagle Bay, Bidyadanga and the Kutjungka, including social media support platforms. * Identification of people with disabilities in the communities of Beagle Bay, Bidyadanga and the Kutjungka to act as positive role models and healthy leaders * Education and information sharing with remote clinical staff on support services, coordination of campaigns and activities available to support their patients, families and carers living with a disability*.* * Population health approach in delivery of culturally secure health promotion education and activities to people from Aboriginal communities and families living with a disability * Representative for Kimberley Supports across the disability sector in the Kimberley and where relevant at a state level. * Regular consultation and collaboration with the NDIA and their local workforce. |

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| **Selection Criteria** |
| * Qualification in Aboriginal Health Work, Allied Health Assistance, Community Development, Disability, Health Promotion, or related discipline * Qualification or experience in the delivery of training or education sessions * Self-motivating and ability to show initiative in a flexible adaptable working environment. Organise own workload with minimal direction * Experience in the development and coordination of culturally secure projects while meeting deadlines * Demonstrated commitment to the principles of Aboriginal Community Control and demonstrated knowledge of cultural safety principles and practices * Experience in working with Aboriginal communities and demonstrated knowledge of social determents of health. * Demonstrated ability in facilitation of new and existing stakeholder meetings, building and maintaining partnerships and networks. * Knowledge of barriers and challenges Aboriginal families and their carers experience living with a disability or development delay * Demonstrated ability and experience in data collection and regular report submission * Competent in the use of computer software and input of information * Current manual driver’s licence * Be prepared to travel regularly across the region and often by 4WD vehicle and light aircraft * Federal Police Clearance   **Desirable:**   * Experience working in an Aboriginal Community Controlled Health Organisation or an Aboriginal or Torres Strait Islander Community Organisation * Experience and knowledge of families living with a disability |

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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.KAMS.org.au**](http://www.kamsc.org.au/) |
| KAMS (Kimberley Aboriginal Medical Services) 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 Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level.  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 * Kimberly Supports | * Accredited Aboriginal Primary Health Care Training and Education * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training | |