JOB DESCRIPTION FORM

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| Effective date of document | 29/7/2019 |
| Award | ACCHS |
| Award Type |  |

**POSITION IDENTIFICATION**

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| **Title:** | **Regional Hearing Health Coordinator** |
| **Reports to:**  **Supervision of:** | **Senior Manager of Population Health**  **Senior Manager of Population Health** |
| **Relationships –**  **Internal**   * Liaise with KAMS Population Health Unit * Liaise with KAMS Board, CEO, and Senior Managers * Liaise with other KAMS Units   **External**   * Liaise with KAMS Member Services and other Kimberley Aboriginal Community Controlled Health Services * Liaise and meet regularly with other government and non-government agencies and organisations where relevant and as appropriate and, as directed by the KAMS Senior Manager Population Health | |
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| Duty Statement |
| * Coordinate Audiologist, ENT specialist services across the Kimberley region * Provide Hearing Health advocacy to KAMS member services and remote clinics to improve health outcomes * Coordinate the use of electronic information systems, including capture and interpretation of ear health data, across the region to inform ongoing planning ear health services * Facilitate and deliver training and professional development for the primary health care workforce, particularly AHWs, including community groups and organisations. * Development of Hearing Health education tools and health promotion resources * Support ongoing development and revision of regional guidelines for provision of ear health care * Develop and maintain strong partnerships and networks within Hearing Health stakeholders and ACCHS including the WACHS Kimberley Ear Health program and Environmental Health programs |

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| **Key Responsibilities**   * Coordinate clinical ENT and Audiology specialist services across Kimberley ACCHS sites to deliver screening and referral pathways to priority communities. * Liaise with WACHS audiologists/ ENT Specialists to ensure that t Kimberley region has access to regular audiology/ ENT Specialist services * Works with child and school health nurses, remote area health staff, Aboriginal health workers, across KAMS and its member services to ensure an integrated and holistic approach to preventing ear disease and managing ear health. * Works with internal and external stakeholders to strengthen systems that improve ear health screening, referral and follow up of children with ear disease. * Liaises with local and visiting providers and specialists to ensure collaboration in development and coordination of activities in the area of ear health. * Works with local primary health care services to ensure that clinics are resourced with equipment and skills required to provide timely ear health screening and care. * Provide community education to families, teachers, and community workers to encourage prevention strategies in the home, school and community * Participates in the development of evidence based ear health programs that includes capturing data on the prevalence, management and outcomes of ear health service delivery. * Assisting with collection and collation of local and regional ear health data, for purposes of reporting, local feedback and quality improvement as well as for regional mapping and gap analysis * Support ongoing development and revision of Kimberley protocols for provision of ear health care including Maternal and Child health “Ear Health Protocols * Work closely with the KAMS School of Health to regularly revise and refresh ear health learning resources and curriculum for Aboriginal Health Worker students * Where required, assist with the delivery of ear health training for Aboriginal Health Worker student   **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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| **Selection Criteria**  **Essential:**   1. Qualifications and or experience in a primary health care setting relevant to hearing health or health promotion 2. Demonstrated experience in planning, implementing and evaluating population health programs. 3. Knowledge and understanding of issues affecting the health and wellbeing of Aboriginal and/or Torres Strait Islander people living in the Kimberley region. 4. Experience in developing implementing and evaluating community based health promotion programs and health promotion resources for use in cross cultural settings 5. Experience in developing, delivering and evaluating staff development and education and skills development programs. 6. Well-developed problem solving skills including conceptual and analytical ability. 7. Excellent interpersonal, verbal and written communication skills and ability to undertake stakeholder consultation and facilitation. 8. Experience in using electronic patient information recall systems and databases within the primary health care setting 9. Ability to work at times independently and/or collaboratively as part of a team particularly in remote setting 10. Current C Class drivers licence and an ability and willingness to travel, including overnight stays away from home. 11. Federal Police Clearance. 12. Current C class WA driver’s license.   **Desirable:**   1. Demonstrated ability to perform audiometry, tympanometry and otoscopy. 2. Experience in running and coordinating ear health programs. 3. Possession of a certificate IV in training and assessing or willingness to complete same. |

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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. |