



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Cultural Wellbeing Officer
Reporting To:	Community Health Programs Manager
Award:	Aboriginal Community Controlled Health Services Award 2020 (Cth)
Award Classification:	Administrative Grade 4
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	NIL
Effective Date :	6 th July 2020
Review Date:	6 th July 2021

Position Overview

The role of the Cultural Wellbeing Officer is accountable to the Community Health Programs Manager and will empower Aboriginal people to address their overall social and emotional wellbeing issues by:

- Supporting community members by providing links and referrals to a range of mainstream and Aboriginal and Torres Strait Islander services;
- Encouraging the development and fostering of relationships with other service providers by promoting access and pathways to their services;
- Focusing on a cultural therapeutic approach;
- Developing and implementing cultural activities that focuses on Aboriginal cultural healing practices in partnership with Martu and local Elders; and
- Work with other stakeholders like KJ to support Martu on Country trips and camping

Travelling throughout the geographic service area of Puntukurnu Aboriginal Medical Service (PAMS) is a requirement of this position.

Position Responsibilities

Service Delivery

- Provide goal/strength-based case management supports.
- Develop one on one activities that embrace Aboriginal identity and connection to culture
- Provide access to specialist services that address ongoing inter-generational grief and loss issues.

- Attend and contribute to PAMS's internal multi-disciplinary meetings with Clinical and Health Program staff and other relevant health professionals.
- Refer clients to other services as required, including non-government organisations, mainstream mental health and other services such as drug and alcohol.
- Conduct one on one and group based outreach services to outlying areas.
- Provide individual SEWB support to accessing other internal programs and groups using a shared case management approach

Case management and information management

- Provide advocacy, assistance, support and liaison on behalf of Aboriginal and Torres Strait Islander clients of all ages, genders and across all PAMS service footprint.
- Attend/facilitate case planning and review meetings for each client including family members as needed.
- Ensure accuracy and timeliness of program and funding reporting via Communicare and other relevant reporting systems is maintained.
- Provide clients with information on rights, responsibilities, child safety information and available health services.
- Ensure close working relationships with Family Violence, Justice and AOD programs.
- Build cross cultural working relationships with the Adult Mental Health Team and promote CSWB role.

Community engagement and education

- Build relationships with the Aboriginal and Torres Strait Islander communities through attending community events, accessing cultural mentors, developing community reference groups, and community consultation.
- Provide basic information, education and awareness at the individual, family and community level in the areas that include but are not limited to: domestic/family violence, mental health, anger management, grief and loss, addictions.
- Facilitate meetings and workshops with stakeholders to support the delivery of the SEWB contracts.
- Liaise with carers, families and significant others, including specialist and generic agencies and other mainstream service providers.

Performance indicators

- Number of clients attending wellbeing programs;
- Number of pre and post Kessler-5 (K-5) measurements completed ;
- Customer satisfaction measures;
- Use of on-line systems to track and record performance data;
- Other key measures developed by PAMS or other key stakeholders

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.

4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the Occupational Health and Safety Act (WA) 1984.
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Minimum Certificate IV in Community Services or similar and/or equivalent knowledge and experience within the sector.

Core selection criteria

- Knowledge of and affinity with Aboriginal and Torres Strait Islander culture, community and community control.
- Case management skills and understanding of strength based models.
- Knowledge of relevant service providers across mainstream and other community service sectors, including mental health and disability providers.
- Demonstrated understanding of episodic nature of mental illness and its impact upon a person capabilities
- Excellent written and oral communication skills.
- Knowledge of MS Word, Excel and other online client reporting systems
- Demonstrated ability and willingness to work in a competitive market environment where required to meet targets.
- Demonstrated ability to respond and adapt to competing priorities.

DESIRABLE:

- Experience working with Aboriginal people experiencing SEWB issues
- A good understanding of the National Aboriginal Social & Emotional Well-being Framework

APPOINTMENT FACTORS

Location: Based in Newman	Accommodation: Nil
Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of the Federal Police Clearance, Working with Children and where required comply with legislative checks• Unencumbered 'C' class Manual Driver's Licence	Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles

ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date