



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Senior Environmental Health Worker
Reporting To:	Community Health Programs Manager
Award:	<i>Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 3
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	30 th November 2020
Review Date:	30 th November 2021

Position Overview

The Environmental Health Worker directly reports to and is accountable to the Community Health Programs Manager and assists in the implementation of environmental health initiatives for Puntukurnu Aboriginal Medical Service (PAMS). This position is involved in assisting to reduce the risk and incidents of environmental health issues for the Aboriginal people of Newman, Jigalong, Parnngurr, Kunawarritji and Punmu by addressing areas including (but not limited to) drinking water, waste management, solid waste, housing supply and maintenance, power supply, animal management, food safety and supply, pest and mosquito control, dust control, climate control and emergency management.

Position Responsibilities

A. Contribute to the PAMS Environmental Health Program by:

- Working with the Environmental Health Worker in the delivery of activities directly related to environmental health;
- Assisting communities with the identification and monitoring of environmental health issues;
- Liaising with local groups and relevant community members regarding environmental health activities;
- Participating in checking of facilities and equipment in communities as directed;
- Ensuring that a log/register of all activities is maintained;
- Assisting with the identification of key priority areas for communities regarding environmental health;
- Assisting with routine visits to communities and inspections of environmental issues;

- Facilitate development, implementation and monitoring of the environmental health plan for PAMS as per the communities' needs and current environmental issues;
- Complete and compile reports as per the funding agreement for the environmental health plans for each community; and
- Provide direction and support to the Environmental Health Worker/Trainee as delegated by Community Health Programs Manager.

B. Contribute to the delivery of programs that work towards improving health outcomes to Martu and Nyiyaparli people by:

- Promoting the health of Aboriginal people by educating communities on personal responsibility for standards of living and home environment care;
- Contributing to strategies that address health and wellbeing issues for Aboriginal people in a participative manner;
- Contributing to a two-way understanding of the need to balance Aboriginal cultural needs and health service needs between Aboriginal clients, their families and health service staff;
- Contributing to effective and appropriate communication between Aboriginal clients/ inpatients and health staff by facilitating the provision of an appropriate interpreter where language or cultural issues are a barrier; and
- Assisting Aboriginal people to access appropriate health service providers.

C. Assist with and contribute to health promotion by:

- Promoting health education as it relates to environmental health;
- Promoting healthy lifestyle actions;
- Communicating and liaising with communities regarding environmental health issues; and
- Contributing to and participating in health promotion activities across PAMS.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

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 Safety and Health Act 1984* (WA).
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:

- Knowledge of Environmental Health in as it applies to remote communities.
- Knowledge and understanding of the unique issues affecting and impacting on the health and wellbeing of Aboriginal people.
- Understanding of early intervention in preventing disease and maintaining public health.
- Demonstrated ability to work independently and autonomously, assess priorities and meet deadlines.
- Ability to work under the guidance and direction of designated staff.
- Ability to work in collaboration with other health service staff and community groups.
- Experience in the implementation, evaluation and delivery of health and education programs for individual or group of clients.
- Understanding and ability to use Microsoft Office and other computer software.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

DESIRABLE:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Qualifications and experience as a practicing Environmental Health or Health Promotion Officer or other relevant health related field;
- Previous experience in delivery of an environmental health program.

APPOINTMENT FACTORS

Location: Newman with travel to communities of Jigalong, Punmu, Kunawarritji and Parnngurr	Accommodation: Board and Lodging will be provided during travel to communities of Jigalong, Punmu, Kunawarritji and Parnngurr
Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of the Federal Police Clearance, Working With Children Check 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