



## Puntukurnu Aboriginal Medical Service

### Job Description Form (JDF)

<b>Position Title:</b>	Community Liaison Officer (50D)
<b>Reporting To:</b>	Community Health Programs Manager
<b>Award:</b>	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification:</b>	Administrative Grade 3
<b>Hours:</b>	1.0 FTE 75 Hours per Fortnight
<b>Direct Reports:</b>	Nil
<b>Effective Date :</b>	12 <sup>th</sup> October 2021
<b>Review Date:</b>	12 <sup>th</sup> October 2022

### Position Overview

The Community Liaison Officer (CLO) directly reports to the Community Health Programs Manager and accountable to the Chief Executive Officer. The position incumbent works to implement activities outlined in the community-endorsed Pilbara Regional Aboriginal Suicide Prevention Plan 2021, as part of the Western Australian Suicide Prevention Framework 2021-2025, and works alongside the region's Aboriginal Medical Services' Social and Emotional Wellbeing (SEWB) Programs and other stakeholders with the aim of providing supporting information and arranging activities for the community, in relation to suicide prevention.

Under the direction, cultural guidance and authority of a regional governance group, the Community Liaison Officer oversees the allocation and performance of funded activities detailed in the Pilbara Regional Aboriginal Suicide Prevention Plan 2021. The occupant works in a culturally secure way guided by the principles of:

- Nothing for Aboriginal people without Aboriginal people;
- Enabling Aboriginal-led solutions; and
- Cultural understanding and respect.

The position advances principles of self-determination, equity and access alongside Puntukurnu Aboriginal Medical Service's (PAMS) community health programs including: Tackling Indigenous Smoking, Environmental Health, Patient Assisted Transport and Disability Support (NDIS).

## Position Responsibilities

### A. Service Delivery and Development

- Engage in regular discussions with the community listening to their views to identify community needs, concerns and urgency where it relates to social and emotional wellbeing and suicide prevention;
- Work in tandem with regional social emotional wellbeing programs to facilitate activities designed to provide training, raising awareness and providing support in line with the Pilbara Regional Aboriginal Suicide Prevention Plan 2021;
- Respond to issues with offers of support and guidance towards health services and/or other appropriate community services;
- Promote inter-agency collaboration via maintaining and engaging with suicide prevention and health and wellbeing networks and other community support groups;
- Work towards targeted early intervention and support during critical times for individuals in community;
- Establish and maintain a (or connect with an established) regional governance group to seek direction, cultural guidance and authority, and other Aboriginal Community Controlled Organisation/s involved in the service delivery;
- Work with the regional governance group to update Regional Plans 2021 with activities preferred by the local community;
- Promote and engage the community in capacity building activities of their choosing; effectively contract manage the Request requirements, including the coordination and administration of activities to achieve the Request requirements;
- Actively participate in individual and team supervision; and
- Completion of reasonable tasks as directed by line manager.

### B. Reporting and Compliance:

- Input accurate, timely and relevant data demonstrating progress towards KPI's; and
- Collate and prepare submissions and reports in accordance with funding body and accreditation requirements.

## 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:**

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984* (WA).;
- Demonstrated genuine understanding of the factors affecting the social and emotional well-being of Aboriginal and Torres Strait Islander people within our communities;
- Demonstrated experience communicating with, consulting and liaising with relevant professionals, clients, staff and community members to achieve identified objectives and goals.
- Demonstrated understanding of the unique issues effecting and impacting upon the social emotional wellbeing of Aboriginal children and families.
- Sound written and verbal communication skills with Aboriginal people and stakeholders.
- Demonstrated ability to work independently and collaboratively in a team to achieve agreed goals and deadlines.
- An ability to regionally work, reside and travel as required.
- Ability to work as part of a multidisciplinary team, as well as independently when required.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

### **DESIRABLE:**

- Possession of a relevant qualification in Mental Health, Health, Community Services or similar or equivalent experience;
- Previous exposure to relevant training e.g.: Aboriginal and Torres Strait Islander Mental Health First Aid, SafeTalk and ASIST workshops; and
- Understanding of Aboriginal Social and Emotional Wellbeing Model.

## **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman, with regular travel required to communities of Jigalong, Punmu, Kunawarritji and Parnngurr as well as to other ACCHS delivery areas within the Pilbara	<b>Accommodation:</b> Nil
<b>Allowances/Conditions:</b> <ul style="list-style-type: none"><li>• Employment is conditional pending the outcome of the Federal Police Clearance, WA Working With Children Check and where required comply with legislative checks</li><li>• Unencumbered 'C' class Manual Driver's Licence</li></ul>	<b>Specialised Equipment Operated:</b> 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.

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date</b>