
	POSITION DESCRIPTION	PD270A	Aboriginal Health Coordinator -Social and Emotional Wellbeing	
		Version	1.0	

POSITION TITLE:	Aboriginal Health Coordinator – Social and Emotional Wellbeing (SEWB)
CLASSIFICATION:	Support Services Level 8
INDUSTRIAL AGREEMENT OR AWARD:	Health Professionals & Support Services Award
REPORTS TO:	Deputy Director – Aboriginal Health
DATE REVIEWED:	March 2020

POSITION OBJECTIVE:



The Aboriginal Health Coordinator – Social and Emotional Wellbeing provides regional operational leadership of North Coast Primary Health Network (NCPHN) Aboriginal Social and Emotional Wellbeing projects and initiatives; ensuring priorities are aligned to the strategic goals of the organisation and responsive to the needs of the community. The role is focussed on building strong partnerships and assisting in the development and implementation of cross-sector Aboriginal Social and Emotional Wellbeing initiatives. The Aboriginal Health Coordinator - SEWB is responsible for playing a team leadership role in the SEWB project both inside and outside NCPHN, ensuring that SEWB services are culturally safe across the region. The Coordinator will also be required to work closely with external stakeholders in further developing dynamic modelling systems relevant to Aboriginal and Torres Strait Islander people and communities.

**While NCPHN recognises and acknowledges that there are people of both Aboriginal and/or Torres Strait Islander descent living across the region, reference is made to Aboriginal in recognition of Aboriginal people being the first people of NSW.*

KEY RESPONSIBILITIES:

- Build regional relationships and act as a key liaison point with Aboriginal Community Controlled Health Services (ACCHSs), other Aboriginal organisations/services and Aboriginal communities in relation to SEWB programs
- Work collaboratively with stakeholders to ensure Aboriginal Social and Emotional Wellbeing projects are place-based and align to the health system reform and strategic frameworks
- Collate specific data sets to inform the development and relevance of a dynamic modelling tool to Aboriginal and Torres Strait Islander peoples Social and Emotional Wellbeing
- Act as a team lead for the SEWB program by supporting high performing service provision through quality improvement and regional coordination activities.
- Work with external stakeholders to ensure culturally safe SEWB projects across the region with a focus on improvement in implementation, service delivery and evaluation
- Work collaboratively with external stakeholders in the development, implementation and evaluation of culturally safe and specific tools and measures around SEWB and creating baseline data to inform dynamic modelling for use in broader organisational projects.

Author:	Deputy Director – Aboriginal Health	Approved:	Executive Director – Wellness; CEO	Page 1 of 4
Date:	Feb 2020	Date:	Feb 2020	

	POSITION DESCRIPTION	PD270A	Aboriginal Health Coordinator -Social and Emotional Wellbeing	
		Version	1.0	

- Support and assist the Deputy Director of Aboriginal Health in collaboration with the Mental Health and AOD Directorate to develop and implement NCPHN Aboriginal Health priorities, projects and initiatives including planning, scheduling, developing goals, documenting deliverables and determining resources.
- Prepare and maintain project documentation, including status and funding reports, project records, activity schedules, agendas, minutes and presentations.





VALUES:

Compassion and Care	<ul style="list-style-type: none"> • Demonstrates a focus on the well-being of the consumer • Nurtures the personal and professional development of staff
Fairness and Integrity	<ul style="list-style-type: none"> • Holds self and others accountable for making principled decisions; addresses unethical behaviours head-on • Takes responsibilities seriously and consistently meets or exceeds the funding body’s expectations for quality, service, timeliness, budget management and professionalism
Learning and Innovation	<ul style="list-style-type: none"> • Proactively identifies and addresses the learning needs of staff and self • Seeks opportunities to identify program improvements and new ways of doing things
Openness and Transparency	<ul style="list-style-type: none"> • Provides honest, open and timely feedback to staff regarding their performance • Identifies all key internal and external stakeholders and maintains appropriate levels of communication with each
Enthusiasm and Optimism	<ul style="list-style-type: none"> • Models a positive approach to embracing opportunities and challenges • Creates a team atmosphere of confidence and positivity



SELECTION CRITERIA

Applicants must address ALL the Selection Criteria (both mandatory and desirable) in this section

MANDATORY

CAPABILITY FRAMEWORK		Personal Attributes	1. Manages self - actively seeks, reflects and acts on feedback; maintains a high level of personal motivation, shows initiative and acts decisively	
		Results	2. Delivers results – drives a culture of achievement and progresses organisational priorities 3. Plans and prioritises – undertakes planning to align priorities and evaluates progress	
		People Management	4. Manages reform and change - clarifies the purpose and benefits of continuous improvement and provides leadership in times of uncertainty	
		Business Enablers	5. Partnerships and collaboration - develops productive partnerships – builds alliances and networks, has a collaborative cross-community approach to meeting health needs 6. Aboriginal Health – uses extensive knowledge of Aboriginal culture and society to inform and develop initiatives; liaises with local communities to understand local need and avoid duplication of services	

Author:	Deputy Director – Aboriginal Health	Approved:	Executive Director – Wellness; CEO	Page 2 of 4
Date:	Feb 2020	Date:	Feb 2020	

	POSITION DESCRIPTION	PD270A	Aboriginal Health Coordinator -Social and Emotional Wellbeing	
		Version	1.0	

Other mandatory criteria	<p>7. Aboriginality – This is an identified position. NCPHN considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under Section 14 of the Anti-Discrimination Act 1977 (NSW)</p> <p>Applicants for this position must be:</p> <ul style="list-style-type: none"> • Of Aboriginal and/or Torres Strait Islander descent • Must identify as being Aboriginal and/or Torres Strait Islander • Must be accepted as such in the community in which they live <p>8. Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, and continuous improvement principles</p>
---------------------------------	---

DESIRABLE

Desirable criteria	<p>9. Qualifications in a relevant field such as health promotion, public health, community development, Indigenous studies or workplace training</p> <p>10. Understanding of primary health care and Indigenous health issues, priorities and policies and experience in partnering with Aboriginal organisations and working with Aboriginal communities</p>
---------------------------	--

APPOINTMENT SUBJECT TO:

1. Completion of 100 point identification check
2. Criminal record clearance
3. Working with children check
4. Current Class C Driver’s Licence
5. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position

PERFORMANCE INDICATORS:

To be established with the Manager within the 3 month probationary period.



ACKNOWLEDGEMENT:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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

Name:	
Signature:	

Author:	Deputy Director – Aboriginal Health	Approved:	Executive Director – Wellness; CEO	Page 3 of 4
Date:	Feb 2020	Date:	Feb 2020	

	POSITION DESCRIPTION	PD270A	Aboriginal Health Coordinator -Social and Emotional Wellbeing	
		Version	1.0	

Date:	
--------------	--

Author:	Deputy Director – Aboriginal Health	Approved:	Executive Director – Wellness; CEO	Page 4 of 4
Date:	Feb 2020	Date:	Feb 2020	