



Aboriginal Health Council of Western Australia

Job Description:	Portfolio Officer – Aboriginal Health
Division:	Public Health Unit
Reports to:	Public Health Manager
Direct Reports:	NIL
Award/Agreements:	Common Law Contract of Employment NES Fair Work Conditions
Endorsed by the CEO:	Monday 6 th February 2012 (Des Martin)

1. MISSION STATEMENT

To lead the development of Aboriginal health policy, to influence and monitor performance across the health sector, to advocate for and support community development and capacity building in Aboriginal communities, to support the continued development of Aboriginal Community Controlled Health Services and to build the workforce capacity to improve the health, social and emotional wellbeing of Aboriginal People in Western Australia. A key role of AHCWA is to support, advocate for and provide quality services to our member Aboriginal medical services.

2. POSITION PURPOSE

The Portfolio Officer Aboriginal Health is accountable to the Manager Public Health and is to take an active role in providing support and state wide coordination to assist member organisations in implementing the range of Close the Gap Chronic Disease package measures relevant to the Community Controlled Sector and to encourage increased cooperation and partnership between the Community Controlled sector and the Divisions of General Practice.

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

3. KEY CUSTOMER AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Liaises with a variety of government agencies, stakeholder representative groups and community groups

INTERNAL

- Maintains close working relationships with other officers of The Aboriginal Health Council of WA
- Given the range of tasks, this position has contact with most Aboriginal Medical Services.

4. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
STRATEGIC	<p>Coordination and supporting member organisations in understanding and implementing the range of measures under the chronic disease package relevant to community controlled health services</p> <ul style="list-style-type: none">– Encourage the appropriate use of Medicare benefit Schedule items and incentives under the package– Provision of assistance to ensure a consistent approach to the recruitment, remuneration and support of Indigenous Outreach Workers (IOW's) within member organisations;– Development, of appropriate mechanisms to support planning and priority setting in implementing the IOW arrangements and other elements of the chronic disease package relevant to both the community controlled and mainstream sectors;– Assisting with the development, of appropriate support network for IOW employed in both the community controlled and mainstream sectors– Development of activities to increase the awareness of the CD package measures across consumers and health service providers
OTHER	<ul style="list-style-type: none">– Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. Attend workshops and training as required.– Attend and participate in Staff Development Days.– Identify and assist to reduce Occupational Safety & Health hazards and risks.– Follow the reasonable direction of Occupational Safety & Health representatives.– Contribute to the achievement of the objectives of AHCWA by providing a positive work environment.

5. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review and planning training and development activities.

JOB SPECIFIC COMPETENCIES

General skills, experience and knowledge

ESSENTIAL:

- Understanding of the issues including social determinants affecting Aboriginal people health status in contemporary Australian society
- Demonstrated problem solving skills with the ability to analyse, identify options and select appropriate solutions
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
- Demonstrated competence in the use of business technology and desktop applications including, internet, word and spreadsheet

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community
- Ability to travel to rural and remote regions
- Possession or progress towards a relevant tertiary qualification

I certify that I have read and understand the responsibilities assigned to this position.

Name:	
Signature:	
Date:	