

POSITION DESCRIPTION

Aboriginal Health Project Officer

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| Portfolio: | Strategy, Planning and Performance |
| Team (if applicable): | Strategy and Engagement |
| Reports to: | Strategy and Engagement Manager |
| Direct reports: | Nil |
| Dated: | June 2024 |

Position Purpose

The Aboriginal Health Project Officer (AHPO) will work in partnership with Adelaide PHN staff, the Integrated Team Care (ITC) provider, Aboriginal Community Controlled Health Organisations (ACCHO's), Aboriginal Community Controlled Organisations (ACCO's), Aboriginal Medical Services (AMS) and mainstream services to improve access for Aboriginal and Torres Strait Islander people.

Through the delivery of codesign and capacity building activities the AHPO will support the transition of ITC services in line with Priority Reforms as part of the National Agreement on Closing the Gap (the National Agreement).

- **Shared decision-making:** Aboriginal and Torres Strait Islander people are empowered to share decision-making authority with governments to accelerate policy and place-based progress on Closing the Gap through formal partnership arrangements.
- **Building the community-controlled sector:** There is a strong and sustainable Aboriginal and Torres Strait Islander community-controlled sector delivering high quality services to meet the needs of Aboriginal and Torres Strait Islander people across the country.
- **Improving mainstream institutions:** Governments, their organisations and their institutions are accountable for Closing the Gap and are culturally safe and responsive to the needs of Aboriginal and Torres Strait Islander people, including through the services they fund.
- **Aboriginal and Torres Strait Islander-led data:** Aboriginal and Torres Strait Islander people have access to, and the capability to use, locally-relevant data and information to set and monitor the implementation of efforts to close the gap, their priorities and drive their own development.

Key Responsibilities and Outcomes

Role Specific

To ensure the organisation works effectively to achieve its strategic objectives and business plan, each team member has responsibility for a range of activities and outcomes. These role specific responsibilities and outcomes are reviewed once a year formally via performance reviews, and on an ongoing basis between team members and managers.

Key responsibilities include:

- Support ITC Care Coordinators and Outreach Workers to establish and maintain effective local referral pathways for Aboriginal and Torres Strait Islander people across the primary care and tertiary sectors.
- Develop and implement strategies to improve the capacity of mainstream primary care providers to deliver culturally safe primary care services to Aboriginal and Torres Strait Islander people, including taking an advocacy role in:
 - Self-identification;
 - Uptake of Aboriginal and Torres Strait Islander specific MBS items including item 715 - Health Assessments for Aboriginal and Torres Strait Islander People, care planning and follow up items.

- Increase awareness of and maximise links between services for Aboriginal and Torres Strait Islander people, including those provided by Commonwealth and state/territory governments, AMSs, ACCHOs, ACCO's and other organisations.
- Facilitate working relationships and communication exchange between mainstream organisations, AMSs, ACCHOs, ACCOs and peak bodies.
- Develop and implement strategies to improve access to mainstream primary care for Aboriginal and Torres Strait Islander people, including through outreach programs such as the Medical Outreach – Indigenous Chronic Disease Program (MOICDP), the Rural Health Outreach Fund (RHOF), and the Visiting Optometrists Scheme (VOS).
- Increase awareness and understanding of the Priority Reforms and targets/outcomes of Closing the Gap National Agreement and the National Aboriginal and Torres Strait Islander Health Plan.
- Collaborate with local Aboriginal and Torres Strait Islander health services and mainstream health services in a partnership approach for the delivery of primary care services.

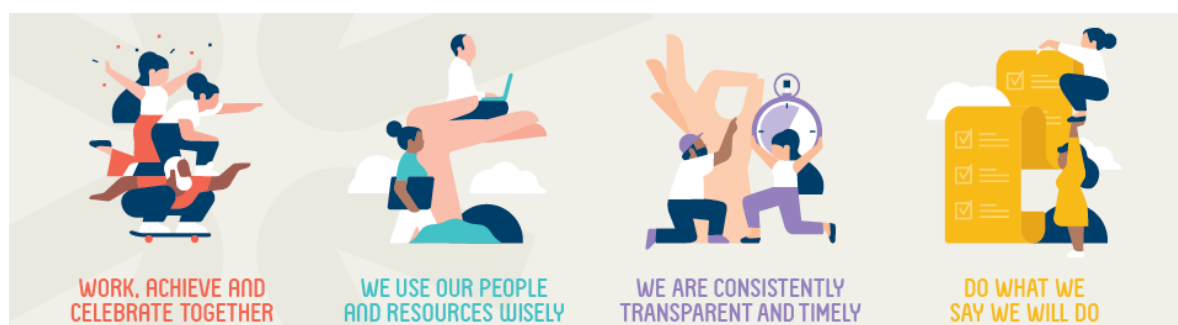
Organisation Wide

- Proactively work in a way that directly supports Adelaide PHN strategic objectives.
- Engage internal and external stakeholders at all levels with respect, collaboration and cultural sensitivity.
- Commitment to embedding reconciliation initiatives into business and our everyday work in line with our Adelaide PHN Innovate Reconciliation Action Plan.
- Ensure best practice processes across all areas of responsibilities and identify opportunities for innovation and continuous quality improvement.
- Regularly attend team and staff meetings and participate in working groups (as applicable).
- Comply with reporting requirements as directed by your manager.
- Perform other reasonable duties as required to meet organisational objectives.

Core Competencies

Stepping 4ward – Our Behaviours

All employees of Adelaide PHN are expected to contribute to the collective achievements of our organisation through promoting and committing to our Stepping 4ward culture program and demonstrating our signature behaviours in the way we work with each other, our stakeholders and our community.



Skills, Experience and Qualifications

Specific Role Requirements (Qualifications, Experience, Skills, Knowledge, Attributes)

The knowledge, skills, experience and qualifications for this role are:

- Aboriginal and Torres Strait Islander person (see Special Conditions).
- Minimum Certificate IV or Diploma in health-related discipline and 2-3 years' experience in a similar role.
- Demonstrated ability to engage with ACCHOs, ACCOs, Hospital and Health Services, mainstream general practice, as well as allied health services in the community.
- Good written communication skills, with demonstrated experience in agenda preparation, minute taking, and correspondence preparation.

- Demonstrated ability to maintain discretion and confidentiality with regard to sensitive information.
- Good knowledge of Microsoft Office suite and the ability to become proficient in other software programs as required.
- Well-developed organisational and problem-solving skills.
- A high level of attention to detail.

Other Requirements

Organisation wide

- A current and acceptable National Police Check certificate.
- A current Driver's Licence is desirable (role-dependant) and use of a personal vehicle may be required occasionally (work-related mileage will be reimbursed at relevant Award rates).
- Understand and comply with the Adelaide PHN Code of Conduct, Frameworks, Policies and Procedures.
- Participation in organisation-wide learning and development activities.
- Ensure that the organisation and primary health care is promoted in a positive manner.
- Understanding of and proactive approach to work health and safety, specifically taking responsibility for the health and safety of self and others.
- Deal with sensitive information in a confidential and professional manner.
- Knowledge, understanding of and adherence to relevant legislation applicable to employment at Adelaide PHN and as stated in organisational Policies and Procedures.

Special Conditions (if any)

- The appointment of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth) and section 65 of the Equal Opportunity Act 1984 (SA). As such, it is essential that the incumbent of this position is an Aboriginal and/or Torres Strait Islander person.
- Some out of hours' work may be required.
- A current South Australian Driver's Licence.

| Date | Version | Author | Reason for change |
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| 1/5/2024 | 1.2 | Strategy and Engagement Manager | Review and update |