



Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

Job Description Form

FASD Prevention Program Coordinator (Fetal Alcohol Syndrome Disorder)

Vision Statement

Aboriginal people in Kununurra and the North-East Kimberley are supported to live **prosperous lives that are strong, healthy, and culturally safe.**

The Purpose that defines us

We bring **clinical, cultural, and community expertise** to deliver accessible and **holistic health and wellbeing care** for people in the North-East Kimberley.

Aboriginal Community-led

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

Organisational Values

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



Community

We bring our connection with community to everything we do

PEOPLE TOGETHER



Respect

We show respect for a people, cultures and backgrounds

HEALTHY TOGETHER



Passion

We are deeply motivated to achieve outcomes

MY MOB



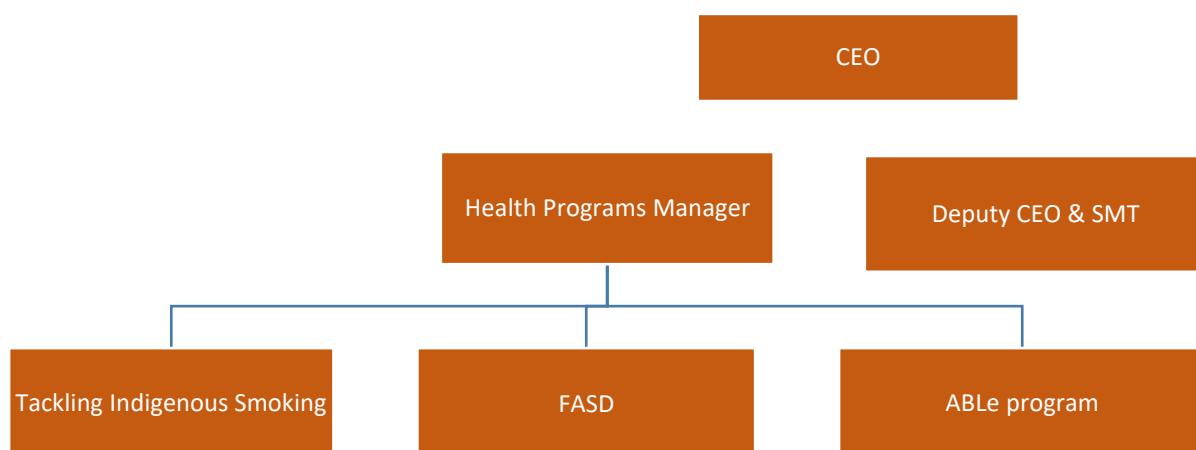
Equality

We strive for equality, fairness and empathy for all people

HEALTH & WELLBEING

Position Title	FASD Prevention Program Coordinator
Work Group	Health Programs
Work Unit	<ul style="list-style-type: none"> - Administration - Child and Maternal Health - Health Programs
Reports To	Health Programs Manager
Direct Reports	0
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Grade 4: \$79,992.43 - \$84,924.53
Approved by CEO	17.08.2023

Team Structure



Position Purpose

This position is responsible for coordinating and delivering education and health promotion on FASD prevention for antenatal clients, the local community and service providers. The role provides information on family planning and sexual health to individuals and groups; and works closely with the Child & Maternal Health unit whilst ensuring the focus of care is on the needs of Aboriginal clients within the context of their cultural identity and social circumstances.

Please note: Due to the nature of the FASD Prevention Program Coordinator role, applicants must be female as a genuine occupational qualification in accordance with section 27 of the Equal Opportunity Act (1984).

Please note: Due to the nature of the FASD Prevention Program Coordinator role, applicants must identify as Aboriginal and/or Torres Strait Islander as a genuine occupational qualification in accordance with section 50 (d) of the Equal Opportunity Act (1984).

Strategic Alignment

The organisation’s Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of FASD Prevention Program Coordinator is aligned with all four Strategic Goals.



POSITIVE CHANGE



HEALTH & WELLBEING



SUPPORT COMMUNITY



HEALTHY TOGETHER

Primary health Care

Primary health care is the first means of accessing the health care system for many people and is critical to individual, family and community health outcomes.

Social and Emotional Wellbeing

Social and emotional wellbeing relates to the mental health for individuals and communities and is a key component for the overall health of Aboriginal people.

Specialised Health

Our communities deserve targeted support to prevent and address complex health needs, including chronic disease and disability.

Population Health

Reducing future health challenges and to Close the Gap requires long-term system change and community - wide solutions.

Key Stakeholder Relationships

External

- Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, other not-for-profit services, and businesses as relevant to the role
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

Internal

- Maintains close working relationships with other officers, team members and employees of Ord Valley Aboriginal Health Services.
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

Responsibilities of this Position

Leadership

- As a member of the Senior Management Team, participate fully in the collective responsibility of delivering on the organisation's strategic objectives through the development, implementation, and evaluation of operational action plans.
- Provide positive and effective leadership, which is results driven, team orientated, ethical and aligned to the organisations values.
- Promote and facilitate an organisational culture of continuous quality improvement, innovation, and high performance.
- Contribute to, and foster, a culture of effective and timely communication to internal and external stakeholders.
- Engage, build, and maintain effective stakeholder relationships, representing the organisation at key meetings, forums, and committees.

Work Unit Coordination

- With support from the Health Program Manager, coordinate the day-to-day operations and functions of the following Work Units:
 - FASD Prevention Program Work Plan
- Ensure all Work Group KPI's and program deliverables are being met on a timely basis and in line with the objectives of the organisation's Strategic Plan and Operational Plan.
- Coordinate and ensure all reporting requirements are met in a timely manner.
- Regularly monitor, measure, and evaluate individual employee performance and address any concerns in a timely manner.
- Work closely with local Traditional Owners and other Aboriginal people to deliver culturally sensitive services and activities.
- Support management in the provision of the OVAHS strategic/business plan as applicable to FASD program.

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- Participate in collaborative partnerships with relevant agencies, community organizations, and clients to promote the message of FASD prevention.
 - Coordinate and participate in community developmental activities.
 - Follow referral pathways and assist as required with clients accessing antenatal and reproductive health services.
 - Facilitate the up skilling of all OVAHS staff on FASD prevention education.
 - Identify, develop and update health promotional resources and appropriate documentation surveys.
 - Present at conferences, education sessions, and OVAHS in-services and to funding bodies, if required.
 - Coordinate the planning, facilitation and evaluation of evidence-based health promotion and education in a culturally safe manner.
 - Research latest information and scholarly documents about FASD.
 - Maintain data for program evaluation, statistics, and reporting purposes.
 - Submit reports as requested by OVAHS management.
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Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.

Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.

General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives, and values.
 - Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
 - Attend and participate in professional development activities including workshops and training as required.
 - Attend and participate in Employee Development Days.
 - Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020 (WA)*.
 - Identify and assist to reduce Work Health and Safety hazards and risks.
 - Follow the reasonable direction of Work Health and Safety representatives.
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Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage, and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

Key Result Area	Key Performance Indicators
Compliance & Reporting	<ul style="list-style-type: none"> Effective completion of all Work Unit contractual obligations including program delivery, funding reports, evaluations, and compliance requirements.
Quality Management System (QMS)	<ul style="list-style-type: none"> Ensure all tasks assigned to this position are completed within a six (6) week period. Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.

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, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas and a willingness to gain extensive and current knowledge in the areas of FASD, family planning and alcohol and other drugs.
- Highly developed written communication skills including the ability to write clearly and concisely, prepare funding and written reports and manage the output of quality information.
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- A sound understanding of Aboriginal Community Controlled Health Services and processes.
- Excellent time management skills and ability to meet deadlines.
- Demonstrated ability to plan, implement and evaluate programs.
- Excellent literacy and computing skills including word processing, spreadsheet, database, presentation software i.e. PowerPoint or similar.
- Ability to plan, develop and implement health promotional resources and activities.

- A proven ability to foster strong relationships and work collaboratively with diverse communities to inform decisions, planning, strategy, and action.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- Can work for short periods under extreme weather conditions when on outreach and community visits.

Desirable

- Current registration with the Australian Health Practitioners Regulatory Authority (AHPRA).
- Qualification in a relevant area.

Practical Requirements

- A current Western Australian driver’s license and willingness to drive is essential.
- A current National Police Check (within previous 3 months).
- A current Working with Children Check
- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

Acknowledgment and Acceptance by Appointed Employee

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

Employee Name:	
Signature:	
Date:	