



Position Description

Title:	Health Project Officer (Ear Health)
Unit:	Public Health and Research Unit
Reports To:	Director, PHRU
Time Fraction:	Full-time
Employment Status:	12 months with opportunity to extend
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

VACCHO was established in 1996 and represents 27 Members: Aboriginal Community Controlled Organisations (ACCOs). VACCHO is accountable to the Aboriginal community through our Membership. The majority of ACCOs are multi-functional services with health as a key component of their role, although some solely specialise in health service delivery. By joining together under VACCHO's umbrella, ACCOs gain strength, share knowledge and speak with a united voice.

VACCHO builds upon the capacity of Members and advocates on their behalf to ensure the sustainability of Aboriginal community controlled health services. Membership capacity is built through strengthening support networks and partnerships, increasing professional development opportunities and developing leadership capability and good governance. Advocacy is carried out at state and national levels within the public, private and community sectors, on all issues relating to Aboriginal health, with the aim of improving services to Aboriginal people and achieving health equality.

VACCHO is governed by a Board of Directors elected from the Membership to represent ACCOs across Victoria.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality policy development and advocacy
- Quality Partnership & Networks

Public Health and Research Unit

The Public Health and Research Unit has been established to assist Aboriginal community controlled organisations to prioritise public health approaches within their primary health care service delivery and to strengthen service level responses to public health issues, such as chronic disease, communicable disease and environmental health.

PHRU Vision

Empower Victorian Aboriginal people to redress health inequities through the use of culturally appropriate evidence based public health research and practice

PHRU Goals

1. Strengthen and support Members' programs using evidence based models that incorporate the unique cultural values and priorities of Victorian Aboriginal communities;
2. Assess and reflect on the effectiveness and impact of our work through culturally appropriate planning, implementation and evaluation;
3. Identify and develop translational research models that address Aboriginal health and social inequity;
4. Provide leadership in building community cross-sectoral partnerships that address Aboriginal population health priorities;
5. Support our Members' workforce to continuously improve services to their communities.

Role Overview

The Ear Health Coordinator will identify within Victorian ACCOs ear health issues affecting young Aboriginal Victorians (0-21 years of age). The position will support ACCOs to better detect and manage ear disease and will identify and link key stakeholders together.

Key Responsibilities

1. In consultation with ACCOs, undertake an initial assessment of current needs and gaps in ear health services, and conduct a regular needs assessment over the period of the programme;
2. Identify workforce training needs of ACCOs and coordinate required training;
3. Develop and maintain an Activity plan that details key activities and an evaluation framework for the monitoring of progress and improvements;
4. Develop capacity of the Victorian ACCOs to better identify ear health issues and manage the delivery of treatments;
5. Assist ACCOs to identify referral pathways to secondary and tertiary ear health services as required;
6. In consultation with ACCOs and key stakeholders, assess current ear health information, health promotional messages, materials and communication mediums and work with ACCOs to develop strengths based resources where gaps exist;
7. Prepare and submit programme reports to the Commonwealth Department of Health as required;
8. Engage all key stakeholders to ensure ACCOs have access to training, service delivery, resources and support to undertake and promote ear health services;
9. Undertake relevant other activities as identified by Director or Manager, PHRU;
10. Participate in PHRU and VACCHO meetings, forums and committees as required.

Key Standards Required Within VACCHO

OHS

VACCHO requires all employees to comply with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice.

VACCHO is a Smoke Free Workplace.

Equal Employment Opportunity

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply. Selection will be based on assessing an employee's future capabilities alongside the skills, knowledge, past performance and other personal qualities relevant to the initial work assignment.

Quality

VACCHO has adopted the ISO 9001 quality improvement standard as its accreditation benchmark and is committed to maintaining ISO 9001 accreditation as its benchmark for quality systems.

All Employees are required to participate in the continuous improvement at VACCHO and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with statutory and quality related requirements.

Statement of Principles, Values and Ethics

All employees are expected to adhere to VACCHO's core values and principles:

- Empowerment
- Respect
- Confidentiality
- Teamwork/collaboration
- Integrity
- Commitment
- Compassion
- Optimism

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Driver's Licence is required.

Key Selection Criteria

Skills and experience

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations
- Proven experience in co-ordinating and/or implementing new health service delivery or health promotion programmes
- Proven ability with engaging and co-ordinating key stakeholders in the development of a service integration approach to support ACCOs in the delivery of their health services
- Ability to identify and solve problems and provide appropriate recommendations using analytical and conceptual skill;
- Highly developed written and oral communication skills, with proven ability to prepare a range of documents and present key themes to internal and external audiences

- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels
- Demonstrated initiative, self-motivation and accountability with proven ability to take responsibility for own actions
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times
- Demonstrated consultation, influencing and negotiation skills

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Qualification in a health science, health promotion, health management or related discipline
- Knowledge and/or experience of key clinical systems and data aggregation tools used within Aboriginal Community Controlled Organisations (Medical Director, Communicare, Best Practice, PENCAT etc)
- Ear Health knowledge or experience

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description

SIGNED by the EMPLOYEE

..... /...../.....
Signature: Name: Date:

SIGNED by the MANAGER

..... /...../.....
Signature: Name: Date: