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## Position Description

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<b>Title:</b>	Aboriginal Wellbeing Project Officer
<b>Unit:</b>	Workforce & Wellbeing
<b>Reports To:</b>	Director, Workforce & Wellbeing Unit
<b>Salary range:</b>	\$55,000 - \$62,000 VACCHO offers attractive salary packaging options
<b>Time Fraction:</b>	Full-time or Part-time (minimum 0.6 FTE)
<b>Employment Status:</b>	12 months maximum term with possibility of extension
<b>Location:</b>	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 Strategic Goals

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

### Role Overview

The Aboriginal Wellbeing Project Officer is responsible for helping to build relationships between Aboriginal Community Controlled Organisations (ACCOs) and mainstream Palliative Care Services and coordinating a range of activities around promoting quality of life care within Aboriginal communities.

## **Key Responsibilities**

1. Build relationships with and between ACCOs, Palliative Care Services and other relevant organisations by developing action plans to improve the quality of life of Aboriginal people.
2. Promote quality of life training for the Aboriginal health workforce.
3. Contribute to the development and review of regional palliative care plans.
4. Ensure palliative care staff have access to cultural safety training and cultural resources.
5. Identify and map gaps and opportunities within the current workforce to improve the quality of life for Aboriginal patient care.
6. Promote culturally safe quality of life practices.
7. Prepare reports in line with reporting requirements.
8. Undertake other duties which are appropriate to the level of the position, as directed by the Unit Team leader, Manager and Director to meet unit objectives

## **Key Selection Criteria**

**This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.**

## **Essential 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 with Aboriginal organisations, communities and individuals in culturally safe ways as well as mainstream health organisations.
- Knowledge and understanding of issues affecting the health of Aboriginal Australians.
- Ability to develop culturally safe health promotion resources
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels.
- Highly developed written communication skills, with proven ability to prepare a range of documents including reports and general correspondence.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self motivated and demonstrated ability working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals and deliverables.

## **Desirable Skills and Experience**

Relevant qualifications and/or experience in Aboriginal health contexts.

## **Other job related information**

A current Victorian Drivers Licence is essential as travel is required

A Police check is required prior to commencement

**Compliance with VACCHO Standards**

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

**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: ..../...../.....