



Position Description

Title:	Project Officer, Koori Maternity Strategy
Unit:	Workforce & Wellbeing
Reports To:	Workforce & Wellbeing Team Leader
Time Fraction:	Full-time
Salary:	\$55,000 to \$60,000
Employment Status:	12 months maximum term with possibility of extension
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.

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

Unit Overview

The Workforce & Wellbeing Unit's aim is to enhance access to high quality, culturally safe health services to the Victorian Aboriginal community through leadership, support, advocacy and workforce development.

The Workforce & Wellbeing Unit is made up of five state-wide programs:

- Koori Maternity Strategy
- Social & Emotional Wellbeing
- Improving Care for Aboriginal Patients
- Koori Mental Health
- Palliative Care

Role Overview

The Koori Maternity Strategy Project Officer is responsible for supporting the Koori Maternity Services across Victoria. This will include building effective relationships with the KMS network by conducting site visits, identifying professional development opportunities and developing resources.

Key Responsibilities

1. Build and maintain effective strategic relationships with government and non-government agencies and organisations, to support the overall goals of the VACCHO membership in relation to the Koori Maternity Services program and workforce.
2. Recording and collating strength based models amongst Koori Maternity Service programs.
3. Provide support and assistance to the Koori Maternity Service workforce
4. Contribute to the development of policy and policy initiatives, both in house and externally, relating to women and children issues and the needs of Aboriginal people in Victoria.
5. Co-ordinate and conduct annual state wide forums with Koori Maternity Services workforce.
6. Strong written communication skills, with proven ability to prepare a range of documents including forum reports, and general correspondence
7. Assist in co-ordination of education and training needs for Koori maternity services workers.
8. Undertake other duties which are appropriate to the level of the position, as directed by the Team Leader and Unit Manager to meet unit objectives.

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
- VACCHO requires employees to undertake a *National Police Records Check*
- A *Victorian Drivers Licence* is required.
- A *Working with Children Check* is required

Key Selection Criteria

Skills/ 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.
- Sound written and verbal communication skills
Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels
- Demonstrated ability to identify and address problems with a solution based approach

