



POSITION DESCRIPTION

Position Title	Health and Wellbeing Project Officer
Reporting To	Health and Wellbeing Program Manager

PURPOSE OF THE POSITION

The Health and Wellbeing Project Officer will work as part of a responsive and dedicated multi-disciplinary team to provide multi-faceted holistic programs and services to Aboriginal people residing in the Shoalhaven Aboriginal Communities.

The Health and Wellbeing Project Officer will be required to promote the service and work in partnership with relevant stakeholders in providing health care programs and services to improve community safety and wellbeing. This will include providing culturally appropriate assessment, intervention, referral, and educational and support services as necessary for individuals, families and groups.

The position holder will be required to provide direct client service delivery to individuals and facilitate a range of programs to reduce substance use and improve social and emotional wellbeing among local Aboriginal communities.

KEY RESPONSIBILITIES & DUTIES

- Ensure the development of therapeutic relationships with clients of the service is maintained professionally
- Communicate and work closely with local Aboriginal communities to identify needs and ensure that appropriate culturally sensitive programs and services are driven by community needs
- Ability to successfully coordinate the delivery of Health and Wellbeing programs and services
- Ability to communicate effectively and timely and a high level of interpersonal skills
- High level of Integrity and regard for professional boundaries, confidentiality and the ability to maintain sensitive information
- High level of organisational ability, time and task management skills
- Strong community focus with compassion for the client group and ability to maintain unconditional positive regard for the clients
- Willingness to learn, undertake training and ongoing professional development
- Leadership and capacity for innovation, quality assurance and improvement
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO, Executive Officer or delegate

KEY PERFORMANCE AREAS

- Community consultation and engagement is established and maintained with local Aboriginal communities, key community members, Land Councils, service providers and other stakeholders
- Planning and delivery of specified community and workforce capacity building workshops
- Provision and promotion of basic information, education and awareness relating to health and wellbeing at the individual, family and community level
- Planning and delivery of quality health and wellbeing groups and individual support

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven, Illawarra and South/ Far South Coast regions and a demonstrated understanding of health and wellbeing issues affecting Aboriginal and Torres Strait Islander people
- Excellent interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences as well as highly developed verbal and written communication
- Demonstrated experience in the delivery of casework, case management and counselling services including relevant tertiary qualifications in community services relating to; Alcohol and other drug work, mental health and or social emotional wellbeing
- Ability to develop, implement and evaluate health related programs and community development strategies
- Computer proficiency and the ability to use basic computer programs and client information and data management systems, including the capacity to write reports, collect statistics and data, and develop presentations and promotional materials
- Knowledge and commitment to principles and practices of Workplace Health & Safety and Equal Employment Opportunity and how they apply in the workplace
- Clear National Police History Check, Working with Children Check and Working with Vulnerable People Registration
- NSW Driver's License and willingness to travel overnight in regional and interstate areas if required

Desirable

- Certificate IV in Community Services (Alcohol & other Drugs, Mental health) or related field, or equivalent experience in related area of work

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates flexibility and initiative in the work place
- Effective conflict resolution skills, negotiation, mediation and decision-making skills
- Effective time management skills and ability to work to strict deadlines

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day-to-day requests for support and information from the Health and Wellbeing Project Officer relating to the Health and Wellbeing programs and services.
SCMSAC Executive Officer Health and Wellbeing	The Health and Wellbeing Project Officer may receive guidance and direction from the Executive Officer Health & Wellbeing.
SCMSAC Health and Wellbeing Programs Manager	The Health and Wellbeing Programs Manager is the first point of contact for the overall direction of work, and provides support to the Health and Wellbeing Project Officer.
SCMSAC Supervisors and Employees	The Health and Wellbeing Project Officer will also develop and maintain effective working relationships with Managers, Team Leaders and Employees to collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	The Health and Wellbeing Project Officer will develop and maintain strong links with external stakeholders including but not limited to funding bodies, government departments, service providers and Aboriginal communities in the Shoalhaven region.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*