



SECTION THREE – HUMAN RESOURCES

FORM

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POSITION DESCRIPTION

SOCIAL EMOTIONAL WELLBEING PROJECT OFFICER

SUMMARY	
POSITION	Social Emotional Wellbeing Programs Officer
LOCATION	Roma
REPORTS TO	Practice Operations Manager
DIRECT REPORTS	NIL
DESIGNATION	Aboriginal Community Controlled Health Service Award 2020
POSITION SUMMARY	
<p>The purpose of this position is to provide services and programs that will build culturally appropriate relationships in a culturally safe space that will support the individual, their family, and the community.</p> <p>The community care programs practitioner is responsible for providing the tools to support the individual, their family, and the community. To undertake liaison, health promotion and activities to support the Aboriginal and Torres Strait Islander Community.</p> <p>To promote, communicate and facilitate increase engagement, improve health literacy, and support health education under the CWAATSICH Primary Health Model of Care.</p> <p>The position will actively contribute to the achievement of the CWAATSICH's business objectives, including increased client access to primary health care, allied health and program services, completion of cycle of care numbers.</p>	
ROLE RESPONSIBILITIES	
STRATEGIC OBJECTIVES	CORE DUTIES/FUNCTION
Service Delivery To support the delivery of a comprehensive range of clinical and population health services under the CWAATSICH model of care and client journey	Community Participation and Programs <ul style="list-style-type: none">Develop and implement a wide range of programs to increase access and participationSupport Aboriginal and Torres Strait Islander by strengthening social and emotional wellbeing connections to stakeholders and the broader community.Coordinate, participate and assist other program areas with a range of activities to interest all groups within the community; young and old, male and femaleAssist in raising awareness of programs and services in accordance with management policies and community needs.
Operation/Data Administration To build a Health system that continually improves quality and is responsive to the health needs of Aboriginal & Torres Strait Islander people.	Continuous Quality Improvement <ul style="list-style-type: none">Imbedding robust CQI action in the service delivery and business practicesSystem level improvements to enhance service quality, and CQI such as Plan, Do, Study, Act (PDSA) cycles, process mapping, clinical audits; in a multidisciplinary care setting.Collection & reporting of nKPI and other dataMaintaining systems to support clinical and organisational accreditation

Self-Management & Team Work	<p>Contribute to the achievement of team goals by:</p> <ul style="list-style-type: none"> • Fostering and maintaining open and honest lines of communication. • Working autonomously and in a multidisciplinary team • Promoting an attendance culture to enhance team cohesion and work productivity • Participate in professional supervision including peer and supervisor review • To actively participate in regional staff and clinical team meetings. • Commit to self-development; maintain own and team's professional competencies
Foster Linkages	<p>Liaise and collaborate with stakeholders to foster effective planning, delivery of appropriate referrals and program outcomes with:</p> <ul style="list-style-type: none"> • Clinic, program IAS and corporate team • Hospital, allied health and other health care professionals Relevant agencies and organisations • Establishing and strengthening partnerships and collaboration at the local, regional & national level to support e.g. cross sectoral, holistic integrative care pathways
Expected Professional Behaviours and Attributes	<ul style="list-style-type: none"> • Demonstrate a knowledge of, and compliance with, all relevant legislation and common law obligations affecting Health Practitioner clinical operations. • Discharge of duty of care in the course of practice including meeting practice standards, and accountability for clinical actions. • Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements. • Practice only within the limits of your educational preparation and competence. • Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law. • Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs. • Excellent interpersonal and communication skills across all ages and social groups. • Always be well-presented, friendly, courteous and obliging. Represent CWAATSICH in a confident and positive manner at all times. • Undertake all duties in a diligent manner, with honesty and integrity. • Maintain absolute confidentiality regarding patient and practice information. • Have a vigilant attitude to accuracy, being prepared to double check as necessary. • Ability to work cooperatively and independently and the ability to prioritise and organise. • Demonstrated commitment to ongoing professional development.
Employment Training Conditions	<ul style="list-style-type: none"> • In line with the QSOM and legislative requirements all employees are required to attend training sessions in-house and external courses when required

The duties outlined in this position description are not exhaustive. Charleville and Western Areas Aboriginal and Torres Strait Islander Community Health Ltd may direct you to carry out duties which it considers are within your level of skill, competence, and training to meet operational requirements.

ROLE REQUIREMENTS

QUALIFICATIONS AND LICENCES

- Minimum Certificate III in Community Services or relevant similar
- Experience in managing a small team is desirable
- Availability to travel is essential
- Possession of a Queensland Open's Driver's License.
- Current Positive Blue Card Notice
- Possession of a current First Aid Certificate/CPR
- Current Criminal History Check

KEY SELECTION CRITERIA

Applicants must address all selection criteria in their application for this position and will be assessed against the following criteria:

1. Demonstrated experience and ability to communicate effectively in a culturally appropriate manner with Aboriginal & Torres Strait Islander people to deliver programs and services.
2. Demonstrated knowledge and understanding of the health issues impacting on Aboriginal & Torres Strait Islander people.
3. Demonstrated ability to maintain relationships with internal and external stakeholders to manage expectations and promote Aboriginal and Torres Strait Islander health issues and the ability to work as part of a multi-disciplinary team.
4. Demonstrated ability to actively participate in a working environment that supports the core values of CWAATSICH and quality human resource management practices including employment equity, ethical behaviour, anti-discrimination and workplace health and safety.