



SECTION THREE – HUMAN RESOURCES

FORM

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POSITION DESCRIPTION

SOCIAL EMOTIONAL WELLBEING PROGRAMS OFFICER

SUMMARY	
POSITION	Social Emotional Wellbeing Programs Officer
LOCATION	Charleville
REPORTS TO	Remote Community Connector Coordinator or Practice Operations Manager
DIRECT REPORTS	NIL
DESIGNATION	Aboriginal Community Controlled Health Service Award 2020
POSITION SUMMARY	
<p>The purpose of this position is to work with to engage the community and develop culturally appropriate activities for individuals, their family and community. The programs are to ensure Aboriginal and Torres Strait Islander peoples can access family and group intervention programs within the clinic setting and community.</p> <p>The position involves the provision of culturally appropriate and culturally competent referrals and educational, mentoring to Aboriginal and Torres Strait Islander peoples.</p> <p>The position will support establishing strong partnerships with mental health care workers and working in a multidisciplinary team to increase access and enhance services to improve health outcomes for the client group.</p> <p>A close collaboration with CWAATSICH General Practitioners' and other service providers will ensure integrated support and care for the client and support the recovery process of clients with mental illness.</p>	
ROLE RESPONSIBILITIES	
STRATEGIC OBJECTIVES	CORE DUTIES/FUNCTION
Service Delivery delivery of health services in line with CWAATSICH model of care	Clinical Service Delivery <ul style="list-style-type: none"> Coordinate and develop culturally appropriate activities community programs and activities. Review current program engagement, opportunities for provider engagement and guest speakers. Focus on promotion and prevention by providing access to information advice and self-help resources. and utilise crisis assessment tools for Social Emotional wellbeing behaviours Increase early intervention through access to programs and community stakeholders
Operation/Data Administration	<ul style="list-style-type: none"> Maintain accurate and up to date records of interventions and produce reports as required
Self-Management & Team Work	Contribute to the achievement of team goals by: <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.

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
Professional Behaviours and Attributes	<p>Apply behaviours, effective communication and practices within a legal and ethical framework by:</p> <ul style="list-style-type: none"> • Adhering to organisational and clinical policy and procedures. • Identification of CQI's to improve internal processes and client outcomes by implementing PDSA cycle of care. • Following directions, managing and prioritizing workloads to meet agreed time lines and objectives. • Participating in the Performance management process, commit to own self development and maintaining professional competencies. • Managing own attendance and performance • Utilising problem solving, decision making, consultation and negotiation skills. <p>Essential Legal and Ethical Requirements</p> <ul style="list-style-type: none"> • Maintain confidentiality and privacy in line with the Code of Conduct and relevant legislation. • Use company resources in a lawful and authorized manner. • Adhere to relevant legislation in line with company policies and procedures. • Commit to the aims and objectives of CWAATSICH'S Strategic direction, Mission, Vision and Values including cultural principles and expectations. • Compliance with the Queensland Work Health and Safety Act 2011 and in line with company safety policies, procedures and directions to eliminate risk of injury to self or any other person. • Adherence to Anti-discrimination and Sexual Harassment legislation. <p>Safety</p> <ul style="list-style-type: none"> • Report any work related personal injuries/illness or incidents, safety hazards, malfunction of any machinery, plant or equipment; • Wear/use and maintain/care for personal protective clothing and/or equipment provided and report any defects; • Use lifting equipment and assistive devices as required; • Participate in rehabilitation process if injured or ill due to work; • Demonstrate leadership in Work Health Safety goals and objectives ensuring compliance with WHS Legislation and policies and procedures; and • Carry out your duties safely in accordance with your ability and competence
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
<p><i>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.</i></p>	
ROLE REQUIREMENTS	
<p>QUALIFICATIONS AND LICENCES</p> <ul style="list-style-type: none"> • Mental Health First Aid Certificate or willing to obtain • Current Queensland Driver's Licence • Current Positive Blue Card Notice • Current First Aid/Cardiopulmonary Resuscitation (CPR) Certificates • Current National Criminal History Check • Stay Strong App Qualifications desirable 	

KEY SELECTION CRITERIA

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

1. Knowledge and understanding of Social and Emotional Wellbeing concepts and its relevance to Aboriginal and Torres Strait Islander people.
2. Demonstrated Knowledge of current principles, practices and techniques of care coordination pathways for people with a SEWB problem.
3. Demonstrated knowledge and understanding of levels of primary mental health care interventions to support Aboriginal Torres Strait Islander people.
4. Ability to work closely and collaboratively with GP's, psychiatrists, psychologists, social workers, occupational therapists and Aboriginal and Torres Strait Islander health workers and mental health workers to ensure clients have access to team based mental health care.
5. Ability to coordinate Programs and services to support client Social Emotional Health and Wellbeing.