

JOB AND PERSON SPECIFICATION

Position Summary

Title Position	Project Coordinator, Aboriginal disAbility Alliance		
Classification	Contract – 24 months		
FTE	1.0 FTE (75 hours per fortnight)		
Location	Whyalla, Port Lincoln, Ceduna or Adelaide		
Position number	15-A-2Y	Cost centre:	15-002
Date created	September 2020		
Responsible for:	Education and Enablement Coordinator and multiple NDIS Activators (Whyalla, Port Lincoln, Ceduna, Yalata and Oak Valley)		
Reports to	CEO Nunyara on behalf of SAWCAN		

Performance Monitoring

The incumbent is required to participate in the organisations Performance Development Review which will include an annual review of employee's performance against the Key Performance Indicators associated with the position and demonstration of appropriate behaviours which reflect a commitment to the Nunyara Aboriginal Health Service Inc.

Last PDR Date

Next PDR Date 6 months after Appointment, then annually

Qualifications and Experience

Essential	<ul style="list-style-type: none"> At least 5 years' experience in a senior role with an Aboriginal health (or similar) organisation Prior experience managing or coordinating projects involving Aboriginal communities in a rural or remote setting Advanced communication and skills in relation to Microsoft Office suite
Desirable	<ul style="list-style-type: none"> Deep understanding of NDIS including legislation, rules and market dynamics (demand by Participants, supply by Providers)
Conditions	<ul style="list-style-type: none"> A South Australian current driver's licence and willingness to drive in remote locations Intrastate and interstate travel will be required necessitating overnight absences and out of hours work for which TOIL will be accrued Must hold (or obtain) a current National Police, and DCSI Checks
Award	2020 Aboriginal Community Controlled Health Services Award (Conditions), Above Award Rates based on SA Modern Public Sector Enterprise Agreement Salaries and wages (2017)
Base salary	<ul style="list-style-type: none"> \$100k – \$105k per annum 1.0 FTE Salary Sacrifice available Vehicle or vehicle Allowance

JOB AND PERSON SPECIFICATION APPROVAL

Date: 23/9/2020
Nunyara Aboriginal Health Service Inc

POSITION INFORMATION DOCUMENT

Level Characteristics

This position is classified at the Aboriginal Community Controlled Health Services Award 2020, Administrative Grade 7 classification by the virtues of:

- managing the operations of an organisational element, or undertake a management function, or provide administrative, technical, or professional support to a particular program or activity, across a range of administrative or operational tasks to achieve a result in line with the goals of the health service(s)
- undertaking a management function involved in the administration of a program or activity with an organisation, including the provision of advice or undertaking tasks related to the management or administration of a program or activity, service delivery, or corporate support function, including project work, policy, technical, professional or program issues or administrative matters. Liaison with other elements of the organisation, government agencies, state and local authorities and community organisations may be a feature.
- Representing the health service(s) at meetings, conferences and seminars. In some circumstances the supervisor or subordinates may be, or include staff in technical or professional structures, in which case supervision is for administrative purposes only. In all other circumstances, supervision may involve the exercise of technical or professional skill or judgement
- **It is desirable that staff at this grade have Aboriginal knowledge and cultural skills Level 2:**

Aboriginal knowledge and cultural skills—level 1 means:

- an understanding, awareness and sensitivity to Aboriginal culture and lore, kinship and skin relationships, local cultural values, the ability to conduct oneself in a culturally appropriate manner and an understanding that Aboriginal culture is not homogenous throughout Australia
- where relevant, a knowledge of one or more relevant Australian Aboriginal language groups;
- an ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele through knowledge of the relevant Australian Aboriginal community, the ability to effectively communicate with Aboriginal people, and a knowledge of cultural conventions and appropriate behaviour;
- an awareness of the history and role of Aboriginal organisations in the relevant region, an understanding of the organisations and their goals and the environment in which the organisations operate
- the ability to function effectively at work in an Aboriginal organisation; and
- an understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginal identity

Aboriginal knowledge and cultural skills—level 2 means Aboriginal knowledge and cultural skills—level 1, plus a thorough knowledge of the history and role of Aboriginal organisations in the region, including an understanding of the organisations and their goals and knowledge of the political and economic environment in which the organisations operate.

Position Summary

The Project Coordinator will be responsible for management and coordination of the Aboriginal disAbility Alliance Project and will develop a comprehensive Project Plan, coordinate the delivery of all project tasks, and meet the project objectives. The Project Coordinator will supervise and support multiple staff and travel across the Eyre Peninsula and Far West Coast to ensuring engagement with each of the communities involved in the project to achieve these results.

Organisation

Supervisor reports to:	Nunyara Board
Supervisor's position:	CEO Nunyara Aboriginal Health Service
Subject's position:	Project Coordinator Aboriginal disAbility Alliance
Staff Supervised:	Education and Enablement Coordinator, NDIS Activators / Community Connectors

Other positions within the Organisation

CEO Clerical & Reception Officers Clinical Coordinator Practice Coordinator Aboriginal Health Practitioners & Workers Finance Co-ordinator	General Practitioners Visiting Specialists & Health Professionals Payroll / Admin Officer Transport Officers Registered Nurses Patient Journey and Visiting Services Coordinator
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PROJECT SUMMARY

A consortium of five Aboriginal Community Controlled Health Organisations on the Eyre Peninsula and Far West Coast (Yadu, Nunyara, Tullawon, Oak Valley and Port Lincoln) will lead the Aboriginal disAbility Alliance Project to co-design a National Disability Insurance Scheme (NDIS) capacity-building project with local Aboriginal people with disability and their siblings/families who live in the Eyre Peninsula and far West Coast of South Australia. The project has been funded for a period of two years via an NDIS Information Linkages and Capacity Building (ILC) grant and also recognises a prior ILC grant awarded to Port Lincoln Aboriginal Health Service.

The five members of the SA West Coast ACCHO Network (SAWCAN) include:

- Nunyara Aboriginal Health Service (Whyalla)
- Port Lincoln Aboriginal Health Service (Port Lincoln)
- Yadu Health Aboriginal Corporation (Ceduna)
- Tullawon Health Service (Yalata)
- Oak Valley Health Service (Oak Valley)

Given there are similar challenges across the region, the five member ACCHOs have pooled resources and will collaborate in all co-design stages of the project to optimise the grant funding.



The Aboriginal disAbility Alliance Project will address the many barriers that Aboriginal people within the five regions have encountered with NDIS since 2013. These barriers and lack of capacity (on the part of both consumers/participants and providers) have led to some of the lowest levels of NDIS utilisation in the country.

The key objective of the Aboriginal disAbility Alliance is to build the capacity of Aboriginal people with disability who live in the project catchment areas to increase understanding and uptake of:

- a. their eligibility for NDIS
- b. how NDIS is different from other Government funding
- c. in practical terms what kinds of goals NDIS funding can support them with, which is currently a barrier to many of our people accessing NDIS
- d. how to articulate their goals in a culturally meaningful way e.g. with pictures/art.
- e. how NDIS funding can build capacity of siblings and family i.e. in our culture, the individual cannot be considered separate from the family
- f. via pooled support coordination, how to procure culturally relevant services, not necessarily regular/mainstream NDIS services

KEY PERFORMANCE INDICATORS

Summary

The Project Coordinator Aboriginal disAbility Alliance will use the Key Performance Indicator Section of this Job and Person Specification to continually assess their performance against the responsibilities/ key tasks, and update and add to these indicators at regular intervals. The Key Performance Indicators are an integral element of measuring the achievements of the position and should be utilised as an ongoing tool in order to evaluate the progress and outcomes of the position.

Key responsibilities, outcomes and Actions

KPI	RESPONSIBILITIES / KEY TASKS	(expected) OUTCOME	ACTIONS (EMPLOYEE) (what did you do to achieve the outcome)
Manage and coordinate the Aboriginal disAbility Alliance Project to a high standard that includes responsibility for reporting, supervision community engagement, facilitation, networking, providing advice and direction to the SAWCAN Network	Develop a Terms of Reference (TOR) for the project, as well as for a related project (NDIS Supply Stimulation)	TOR are developed and approved	
	In conjunction with SAWCAN, and with the support of a consultant, establish a comprehensive Project Plan, Evaluation and Budget	Project Plan, Evaluation and Budget are approved	
	Manage the recruitment, induction and supervision of the project resources across the region in consultation with SAWCAN members and develop and monitor Work Plans for all project team members	Project resources and work plans are implemented	
	Collect data from NDIA and from ACCHOs, identifying and building on progress made with prior grant-funded projects e.g. Yadu Gateway	Data is collected, stored appropriately and analysed	
	Communicate the purpose and objectives of the project to key stakeholders, including all ACCHO staff, ACCHO clients and communities	A communication strategy is developed and maintained	
	Convene a 'NDIS Remote Supply Stimulation Working Group' to progress NDIS supply objectives for the region	Working group is established	

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Manage and coordinate the Aboriginal disAbility Alliance Project to a high standard that includes responsibility for reporting, supervision community engagement, facilitation, networking, providing advice and direction to the SAWCAN Network	Facilitate the co-design of NDIS supply and demand solutions with communities, ensuring consistency across the SAWCAN region (Quality & Accreditation)	Solutions are developed and consistent across region	
	Pooling of Support Coordination and Plan Management funding to enable customer choice, for those who demand a single point of contact	Customer choices are clarified	
	Educate community, including translation into language where required - disseminate resources to promote opportunities for families (NDIS participants) to receive culturally appropriate supports, and for communities/businesses to provide services	Resources are developed and disseminated	
	Pre-NDIS engagement advocacy and ongoing advocacy to exercise choice	Community Connector roles established	
	Evaluation of ILC grant project outcomes are completed	Evaluation documentation is provided to Dept	
	Ensure the delivery of project tasks are on time and within budget	Project is finalised in time, within budget and to a high standard	
	Meet all DSS grant reporting requirements in a timely manner		

SCOPE OF WORK

1. Teamwork and communication:

- Effective promotion of the role to other health professionals, clients and community
- Promotion of other services offered by Nunyara Aboriginal Health Service Inc
- Maintain positive working relationships with other team members and visiting professionals
- Contribute to various committees and meetings on an organisational level
- Demonstrate the ability for problem solving and communicating with people from a diverse range of backgrounds
- Delivery of culturally sensitive services for Aboriginal people through developing and maintaining close working relationships
- Contribute to the development of team goals
- Discuss and positively contribute to resolving conflict in the workplace
- Must have a good understanding of and be proficient in written & spoken English

2. Documentation and administration:

- Contribute to the efficient and effect management of programs and services by maintaining accurate and legible records and statistical information on activities, and by providing data and reports as required
- Contribute to the efficiency, effectiveness and responsiveness of health promotion programs and services by participating in agency planning, decision making, implementation, evaluation and review processes
- Ensure that all documentation is accurate and completed in a professional and timely manner with regard to client privacy, security of client records and confidentiality
- Maintain appropriate client records and observe principles of client confidentiality
- Demonstrate an ability to identify & report all health & safety risks, accidents, injuries, property damage and mishaps at the workplace utilising appropriate procedures
- Maintaining statistical records of all contacts made
- Ensuring accurate time sheets are completed and submitted
- Ensure work schedule is accurately maintained
- Contribute to the development and maintenance of the policy and procedure manual for the position
- Assist with the security of the building, namely: building security, case notes, vehicle keys, mobile phones, and public amenities

3. Quality improvement - Demonstrate commitment to continuous quality improvement through the following:

- Contribute to the development of the Aboriginal Health Team by active participation in ongoing programs and quality improvement activities
- Participation in appropriate educational opportunities to enhance the skills required for the position and completion of all required mandatory training
- Facilitate consumer and community participation in the planning and evaluation of the service
- Participate in and contribute to occupational health safety & welfare activities to ensure a safe work environment for clients, staff and visitors
- Identifying and reporting all health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace

4. **Personal and professional development**

- Developing necessary knowledge and competencies through education / staff development / instruction, demonstrating appropriate progress requirements of education course(s).
- Practicing within own area of competence and qualification
- Developing and maintaining personal knowledge and competencies by participating in a range of performance appraisal and development activities
- Contribute to the learning of other team members, of other health workers in the community, and of students on placement, by acting as a consultant and resource, within the scope of expertise, regarding Aboriginal health issues and the special needs of Aboriginal people
- Attend staff meetings and in-service programs
- Have an ability to work without direct supervision & to adopt a flexible approach to work routines
- Maintaining knowledge and skills relevant to the position through participation in and contribution to the facility staff development program. This includes attending mandatory training (i.e. First Aid Certificate, orientation to the organisation; OHS&W; basic life support; Manual Handling and fire training)
- informing the Manager when tasks or responsibilities are outside competency;

5. **Customer service:**

Act in a professional manner at all times when dealing with internal & external clients and agencies by:

- Maintaining confidentiality and privacy at all times, whilst respecting the clients values & wishes unless over-riden by mandatory reporting obligations
- Respecting the values and wishes of clients and encourage consumer participation in decisions that effect them
- Actively work to promote the organisation and colleagues in a positive manner at all times both internally and externally
- Promoting positive and harmonious relationships between clients, relatives and staff
- Promote services that are culturally appropriate to the consumer
- Being responsive to telephone inquiries which includes the identification of self and facility / department
- Be aware of and respecting the need of colleagues
- Maintain a courteous, efficient & effective customer service both in person and by telephone
- Contributing towards two way understanding of a need to balance Aboriginal cultural requirements & Health Service needs by acting as a cultural broker between Aboriginal people & other health staff

6. **Participates as an effective member of the Nunyara Aboriginal Health Service team by:**

- using and promoting effective communication and interpersonal skills
- Participating in team meetings, staff meetings, and other health service meetings and committees as required
- utilising appropriate resources effectively and efficiently
- Providing support to other staff members as requested
- Providing various client related tasks as appropriate and directed

GENERAL

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:

- Complying with workplace policies and procedures
- Participating in all activities associated with the management of workplace health and safety including correctly utilising appropriate personal protective equipment and Identifying and reporting all health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace
- Comply with and have a working knowledge and understanding of Infection Control policies and procedures
- Promoting awareness and compliance with Equal Employment Opportunity principles
- Regularly participate in personal performance development reviews
- Participation in continuous quality improvement programs and accreditation activities
- Comply with the Principles of the Code of Fair Information Practice, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information
- Ensuring cultural sensitivity is maintained by attending and contributing to learning in diversity of cultural awareness and cross-cultural training, with a frequency to be determined as appropriate by the organisation
- Contributing to the development, implementation and evaluation of Primary Health Care activities
- All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks
- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management
- Contributing to the development and implementation of organisational strategic directions and action plans.

This Position Description will be reviewed regularly, at least every 12 months, and when necessary during the course of the 12 months, by the Supervisor together with the incumbent. This regular review will ensure the Position Description is up to date and accurately reflects the duties carried out by the incumbent.

Acknowledge by Occupant:

.....
Signature

Date: / /

.....
Please print Name

SELECTION CRITERIA

Essential Minimum Requirements [including qualifications, skills, experience and knowledge]

- Demonstrate a proven ability to build and maintain effective interpersonal relationships, including communication, presentation and negotiation skills with people from a diverse range of backgrounds, professions and organisations, particularly Aboriginal people's and Communities representative of the Eyre Peninsula and Far West Coast
- Excellent Knowledge of the Disability Sector and NDIS / NDIA
- Understanding and commitment to the concepts of local Aboriginal community control philosophy and a proven ability to work successfully in a sensitive and culturally respectful manner
- Demonstrated knowledge and understanding of the principles of Equal Employment legislation, Occupational Health, Safety and Welfare legislation, Continuous Quality Improvement principles, and Universal precautions
- Experience in data and information management including the use of computers, associated software and a knowledge of Communicare patient information system
- Have a knowledge and understanding the principles of primary health care, community development and health promotion
- Ability to develop and facilitate education programs and for Aboriginal people
- Experience and willingness to participate as a facilitator or participant in community forums, advisory committees, conferences and presentations
- Ability to work under limited supervision within a team environment as well as an individual and to identify issues with scope of work

Desirable Characteristics (to distinguish between applicants who have met all essential requirements)

- A thorough knowledge of the history and role of Aboriginal organisations in the region, including an understanding of the organisations and their goals and knowledge of the political and economic environment in which the organisations operate
- Knowledge and commitment to continuous quality improvement, risk management and accreditation principles