



Job Description Form Environmental Health Program Coordinator

Vision Statement

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

Mission Statement

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Service’s Model of Care, empowering Aboriginal people to achieve health equality in their communities.

Aboriginal Culture

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

Organisational Values

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business. These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members

Culture

Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.

Integrity

Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.

Passion

Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.

Collaboration

Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.

Accountability

Being accountable to all our Members, stakeholders and the community

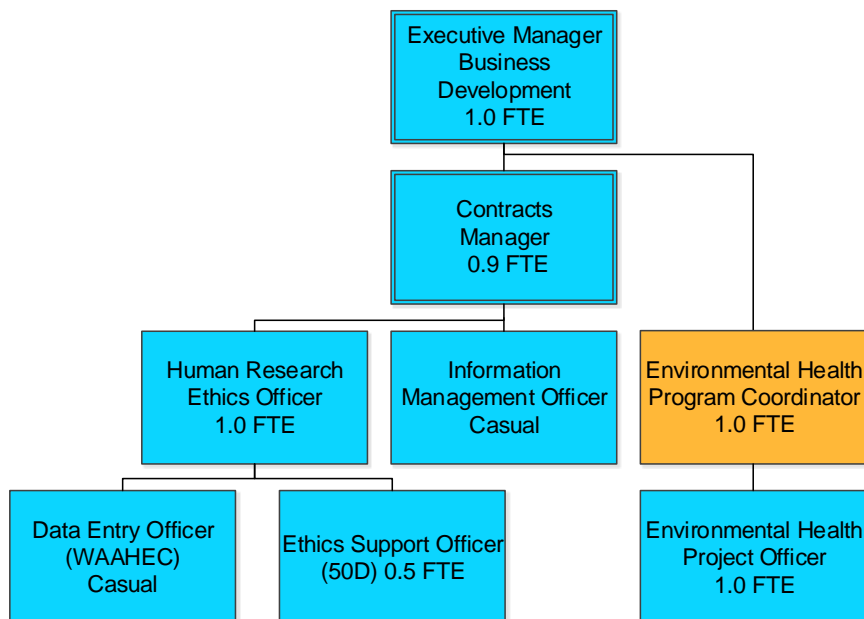
Resilience

Embracing challenges and harnessing opportunities to empower our communities for self-determination.



Position Title	Environmental Health Program Coordinator
Work Group	Office of the Chief Executive Officer
Work Unit	Business Development
Reports To	Executive Manager Business Development
Direct Reports	1
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Administrative Grade 5
Approved by CEO	4 September 2023 (Des Martin)

Team Structure



Position Purpose

The Environmental Health Program Coordinator reports to and is accountable to the Executive Manager Business Development. The position is responsible for working with the AHCWA Aboriginal Environmental Health Model of Care Sub Committee (the Committee) to meet the objectives of the Department of Health WA Funding agreement; to consult and design an evidence and needs based Aboriginal Environmental Health Model of Care (AEH MoC) that embeds a strong focus on prevention and primary health care.

The comprehensive, co-designed, evidence needs-based model for Aboriginal Environmental Health ought to have a strong focus on community capacity building and prevention/health promotion. It is expected to include the following key components:



- A service model that aligns to the Aboriginal Health and Wellbeing Framework and current procurement policies;
- Community-led programs with the ability to be locally tailored;
- Screening and disease management;
- Follow-up systems and integrated service/care delivery between primary health care and environmental health;
- Outcomes-based and measurable of environmental burden, including the development of consistent environment-attributed fractions (EAFs) of regional hospital and primary care presentations; and
- Development and advocacy for environmental health Medicare Benefits Scheme (MBS) items (noting that the MBS is a Commonwealth function).

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

Strategic Alignment

The organisation's Strategic Plan 2021-25 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of Environmental Health Program Coordinator is aligned with Goal 1 – Enhance and Promote, Goal 2 – Support and Strengthen and Goal 4 – Grow and Advance.



Enhance and promote the ACCHS Model of Care as best practice primary health care for Aboriginal people and communities



Support and strengthen our Member Services to achieve excellence in service delivery



Lead and influence the state and national Aboriginal health policy and research agenda as determined by our Member Services



Grow and advance the capacity and capability of AHCWA and our Member Services for long term sustainability



Key Stakeholder Relationships

External

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.
- Liaises with the Environmental Health Directorate (EHD) and Aboriginal Health Policy Directorate (AHPD) within the Public and Aboriginal Health Division and the Purchasing and Contracting Unit (PCU) within the Purchasing and System Performance Division (hereafter referred to as the Department of Health project partners) to collaborate with AHCWA to develop the contemporary Aboriginal Environmental Health (AEH) model.

Internal

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.
- Collaborates with the Aboriginal Environmental Health Model of Care Sub Committee (the Committee).

Responsibilities of this Position

Undertake activities in collaboration with the Department of Health project partners, including:

- Development and costing of a contemporary AEH MoC;
- Collating learnings from existing Aboriginal Environmental Health Practitioners to strengthen and shape the AEH MoC; and
- Addressing and implementing specific and relevant recommendations of the Review.

Program Coordination

- Develop a Group Project Plan.
- Develop a Co-Design Position Statement to be adopted by all stakeholders by consensus.
- Formalise a subcommittee to act as an Aboriginal Environmental Health Model of Care (AEH MoC) Steering Committee (comprised of ACCHS and ACCO representatives) to provide advice to the project team in the co-design of a culturally safe AEH MoC.
- Coordinate all subcommittee activities, ensuring they meet a minimum of six times over the year (face-to-face and by video conference).
- Hold online regional forums to consult with Aboriginal Environmental Health stakeholders to inform the co-design process for the AEH MoC.
- Coordinate the delivery of two face-to-face Environmental Health Forums in Perth for all WA Aboriginal Health stakeholders to attend and, engage in the scoping of the co-design AEH MoC; and ensure endorsement of the AEH MoC.



- Prepare a final presentation in report format of an AEH model, including costings of proposed model and an articulation of a service model that meets the contemporary AEH requirements of WA Communities.

Quality Management System

- Actively participate in the organisation’s QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.

General

- Demonstrate a strong commitment to uphold and contribute to the organisation’s mission, objectives and values.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020 (WA)*.
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

Position Performance Indicators

The below Key Performance Indicators (KPI’s) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI’s are to be assessed in line with the organisations performance development framework.

Key Result Area	Key Performance Indicators
Coordination, Planning, Development, Implementation, Evaluation and Leadership of Collaborative Activities	<ul style="list-style-type: none"> • Sound progress against agreed program deliverables and KPIs. • Timely completion of all contractual obligations including program delivery, funding reports, evaluations and compliance requirements to a high standard.



Regarding Environmental Health Project	<ul style="list-style-type: none">• Engage, build and foster key stakeholder relationships and partnerships that help advance program objectives• Effective financial management and cost control, ensuring program outputs are met within budget constraints.• Provision of timely and high quality written reports and other documentation in preparation for Staff Monthly Reports, Board Reports and Funding Reports.
Environmental Health MoC Steering Committee	<ul style="list-style-type: none">• The creation of the Environmental Health Steering Committee.• Minimum six (6) sub-committee meetings over the period of the funding agreement.
Environmental Health Forum	<ul style="list-style-type: none">• Hold a minimum of two (2) face-to-face Environmental Health Forums in order to progress contract activities.• Hold online regional Environmental Health Forums in order to progress contract activities.
Quality Management System	<ul style="list-style-type: none">• Ensure all tasks assigned to the position are completed within a six (6) week period.• Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.
Employee Management	<ul style="list-style-type: none">• Lead and support employee/s to work towards the achievement of the Work Unit's objectives in an efficient and effective manner.• Facilitate regular one-on-one meetings with direct report/s (at least monthly).

Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential

- Demonstrated experience in a project management role.
- An understanding of current practices, the policy environment, and an ability to provide advice on a broad range of issues relating to environmental and public health.



- Demonstrated ability to evaluate, mediate, negotiate and achieve results in environmental and public health context.
- Knowledge of Aboriginal culture and key relationship issues.
- Strong communication skills both written and verbal, coupled with the ability to prepare and deliver written reports and presentations.
- Strong interpersonal skills, particularly relating to negotiation, conflict resolution, decision making and problem solving.
- Highly developed self-management and time management skills together with the ability to work independently in a self-motivated manner.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Post-secondary qualification in a related field (environmental or public health) and or proven experience in a related role.
- Competent in the use of environmental and public health monitoring tools and equipment.

Practical Requirements

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

Acknowledgment and Acceptance by Appointed Employee

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	