



Kimberley Aboriginal Medical Services

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

JOB DESCRIPTION FORM Draft 30/05/2017

Effective date of document: xxx

POSITION IDENTIFICATION

Project Coordinator – Suicide Prevention Trial - Kimberley

Award TBC

Award Type: ACCHS

Title: Project Coordinator – Aboriginal Suicide Prevention Trial - Kimberley

Reports to: Deputy CEO

Supervision of: Nil

This position has an indirect report to the Executive Steering Group (the 'Steering Group') of the Kimberley Suicide Prevention Working Group (the 'Working Group'). The Working Group is charged to set strategy and oversee the Kimberley Suicide Prevention Trial in accordance with the parameters described in the *National Suicide Prevention Trial Background and Overview*, April 2017.

Relationships:

Internal - Co leaders clinical services, headspace, mental health, social and emotional wellbeing team, CEO, Senior Managers, Board

External - The Steering Group, the Working Group, State and Federal government departments, Program Manager (Suicide Prevention Trials – Country, WA Primary Health Alliance), Kimberley Regional Aboriginal Mental Health Planning subcommittee, regional suicide prevention committees, WA Country Health (including Suicide Prevention Coordinator), Kimberley Aboriginal Medical Services and other relevant stakeholders

Duty Statement

The Project Coordinator is to deliver project deliverables and progress reports in accordance with the agreed project timeline set by the Steering Group. This will involve a range of project coordination and community development tasks, including (but not limited to) the:

- Identification of needs and service gaps, and community strengths and assets, and support for service mapping activities.
- Facilitation of stakeholder engagement.
- Collection and analysis of local and regional data.
- Development of detailed planning, schedules and resource requirements for identified projects.
- Conduct of research and evaluation to draw from, and build, the evidence base.
- Preparation of reports.
- Collaboration with key stakeholders the trial roll out of culturally secure models of practice.
- As part of a continual review process, identify project improvements and adjustments to be implemented throughout the duration of the funding period.

Working Relationships



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Develops key relationships to support project development and implementation by:

- Working under the direction of the Steering Group.
- Working with relevant WAPHA staff.
- Building and maintaining effective working relationships with key stakeholders.

Key Responsibilities

Strategic

- Provide timely high-level reports, strategic and policy advice.
- Ensure the Program works within the identified KAMS values and is culturally safe.
- Contribute as required to submissions, tenders and other plans and reports.

Operational

- Deliver in accordance with work plan endorsed by Steering Group.

Financial

- Responsibility for delivery of the position's workplan within the approved budget and financial delegations.

Selection Criteria

Essential:

- Qualification in Community Development, Health or related discipline.
- Demonstrated skill and experience in managing diverse and high-level stakeholders at a regional level.
- Demonstrated ability in project management and monitoring and evaluating a regional program using both qualitative and quantitative techniques, including participatory action research methodologies.
- Excellent problem-solving skills including a high level of conceptual and analytical ability.
- Self motivating and ability to organize own workload with minimal direction.
- Excellent interpersonal and communication skills.
- Demonstrated commitment to the principles of Aboriginal Community Control and demonstrated knowledge of cultural safety principles and practices.
- Current WA "C" class drivers license or equivalent.
- Be prepared to travel widely and often by 4WD vehicle and light aircraft.
- Federal Police Clearance, and Working with Children Check.



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Desirable:

- Experience working in an Aboriginal Community Controlled Health Organisation or an Aboriginal or Torres Strait Islander Community Organization.
- Demonstrated understanding of a strength or asset based approach to community development.
- Experience working in a mental health or social and emotional wellbeing role.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

KAMS CEO

Signature: _____ Date: ____/____/____

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name of employee: _____

Date Appointed: ____/____/____

Signature: _____ Date: ____/____/____

About KAMS

www.KAMS.org.au

KAMS (Kimberley Aboriginal Medical Services) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.

Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).

The KAMS Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level.

KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.



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The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMS's regional support includes:

- Population Health
- Social and Emotional Well Being
- Health Promotion
- Information Technology
- Pharmacy Support and Training
- Corporate and Financial Services
- Accredited Aboriginal Primary Health Care Training and Education
- Research
- Regional Renal Services
- Undergraduate and Postgraduate Medical Training