



Carnarvon Medical Service Aboriginal Corporation

Job Description Form

Job Title:	Environmental Health Coordinator
Work Unit:	Environmental Health
Reports To:	General Manager
Direct Reports:	1
Award:	<i>Aboriginal Community Controlled Health Services Award 2010 (Cth)</i>
Approved by CEO:	14 September 2018 (Des Martin)

POSITION OVERVIEW

The Environmental Health Coordinator will report to and is directly accountable to the General Manager and will take the lead in the development, monitoring and evaluation of environmental health initiatives for the Carnarvon Medical Service Aboriginal Corporation. This position is predominantly responsible for reducing the risk and incidents of environmental health issues for the Aboriginal communities in the North West Gascoyne region of WA. This includes, but not limited, to drinking water, waste management, solid waste, housing supply and maintenance, power supply, animal managements, food safely and supply, pest and mosquito control, dust control, and emergency management.

DUTIES AND RESPONSIBILITIES

General

- Liaise with the local community to identify environmental health issues within the region;
- Develop, implement, monitor and evaluate a responsive environmental health plan for Carnarvon as per the communities' needs and current environmental issues;
- Inform, educate and build capacity in each community about environmental health issues and promote environmental health practices through best practice standards and regulations;
- Provide explanation and demonstration of Aboriginal community environmental health factors to communities;
- Coordinate and conduct the maintenance and checks of facilities and equipment within the communities;
- Coordinate and conduct the testing of environmental health issues within each community;
- Research environmental health issues as required;

- Design and conduct environmental and public health education programs/campaigns specific to each communities' needs and through the Aboriginal Environmental Health Forum;
- Investigate and manage public health incidents and respond to emergency situations at times when the communities health is at risk;
- Maintain a comprehensive log of environmental and public health issues reported and identified through inspections, failures, breakdowns, referrals etc;
- Liaise with the local shire, other Aboriginal Community Controlled Health Services and organisations in regards to public health and environmental health needs, issues, incidents and trends;
- Carry out routine and unplanned visits and inspections to ensure compliance with health and safety legislation, taking action to improve conditions;
- Take photos, produce drawings, take/remove samples and conduct interviews as part of the inspection / investigation process;
- Investigate outbreaks of infectious diseases and assist in actions to prevent it from spreading further;
- Liaise with the health professionals at the clinic to assist in the reduction environmental health issues;
- Participate in the regional environmental health and public health forums and information sessions;
- Complete and compile reports as per the funding agreement for the environmental health plans for each community;
- Provide leadership, direction and support to the Environmental Health Worker;
- Act as a mentor to the Environmental Health Worker in all parts of the role;
- Perform other duties as required by management

ORGANISATIONAL EXPECTATIONS

- Comply with all CMSAC policies and procedures
- Display and maintain the highest standards of professional conduct at all times
- Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed
- Attend and participate in professional development activities including workshops and training as required
- Attend and participate in Staff Development Days
- Identify and assist to reduce Work Health & Safety hazards and risks
- Follow the reasonable direction of Work Health & Safety representatives
- Contribute to the achievement of the objectives of CMSAC by providing a positive work environment
- Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Health and Safety Act (WA) 1984*

SELECTION CRITERIA

ESSENTIAL:

- Qualifications and experience as a practicing Environmental Health or Health Promotion Officer or equivalent;
- Sound knowledge and understanding of environmental health related legislation;
- An understanding of current practices and the policy environment and an ability to provide advice on a broad range of issues relating to environmental and public health;
- Experience in project management;
- Competent in the use of environmental and public health monitoring tools and equipment;
- Demonstrated ability to evaluate, mediate, negotiate and achieve results in environmental and public health context;
- Knowledge of Aboriginal culture and key relationship issues;
- Demonstrated ability to efficiently communication and professionally with Aboriginal people;
- Strong communication skills both written and verbal;
- Strong interpersonal skills, particularly relating to negotiation, conflict resolution, decision making and problem solving;
- Strong customer service skills;
- Efficient in the Microsoft Work Office suit including outlook, word and excel;
- Demonstrated ability to prepare reports and successfully promote these in written and verbal forms;
- Highly developed self-management and time management skills together with the ability to work independently in a self-motivated manner;

DESIRABLE:

- Qualification in Aboriginal environmental health or equivalent;
- Qualification in Aboriginal Health Certificate Level II or higher;
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people;
- Possess an unencumbered F class drives licence

APPOINTMENT FACTORS

Location: Carnarvon	Accommodation: N/A
Employment Conditions: Employment is conditional pending the outcome of: <ul style="list-style-type: none"> ▪ A National Police Certificate ▪ A pre-employment drug and alcohol test ▪ A Working with Children Check ▪ Unencumbered 'C' class manual driver's licence 	Specialised Equipment Operated: Ability and willingness to drive a manual vehicle on remote and unsealed roads

Other relevant information

Performance will be appraised on an on-going basis and formally at least annually.

CERTIFICATION

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

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

Name:	
Signature:	
Date:	