



JOB DESCRIPTION

Title:	SEWB Workforce Development coordinator
Responsible to:	Manager Social and Emotional Wellbeing Unit
Work Unit:	Social and Emotional Wellbeing Unit
Designation:	AMSANT Agreement, level 4 step 4 (\$101,495) to level step 7 (\$110,906)
Hours	1 FTE

The Aboriginal Medical Service Alliance of the Northern Territory (AMSANT) is the peak body for Aboriginal Community Controlled Health Services in the NT.

Aboriginal community control has its origins in Aboriginal people's right to self-determination. This is the right to be involved in health service delivery and decision-making according to the protocols and procedures determined by Aboriginal communities based on the Aboriginal definition of health:

Aboriginal health means 'not just the physical well-being of an individual but... the social, emotional and cultural wellbeing of the whole Community in which each individual is able to achieve their full potential as a human being thereby bringing about the total wellbeing of their Community. It is a whole of life view and includes the cyclical concept of life-death-life'.

The Organisation places a strong focus on a culturally responsive trauma informed care approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes.

The central purpose of this Position is to develop and support the capacity and responsiveness of the Aboriginal and Torres Strait Islander Social and Emotional Wellbeing (SEWB) and Alcohol and Other Drug (AOD) workforce, inclusive of frontline staff, supervisors and managers, by coordinating initiatives and activities aimed at addressing the support, training and professional development needs of this workforce. This Position will work in keeping with AMSANT's understanding of best practice of SEWB and service provision for our communities.

Key Responsibilities:

1. Work closely with RTOs to ensure an annual training needs analysis occurs that forms the basis of the development of an annual training plan at both the organisational and individual worker level, and that nationally recognised training is available that meets the mandatory minimum qualifications as set out in the relevant program handbooks.
2. Establish a formal memorandum of understanding (MOU) with the RTOs to ensure that each entity is aware of the responsibilities and tasks required in the provision of the training services.
3. Monitor and coordinate the professional development, external professional supervision and cultural mentoring of the SEWB workforce.
4. Assist services with the development and delivery of training and development initiatives such as a SEWB workers induction and orientation kit, organisational SEWB policies and

- procedures and core roles and responsibilities of the workforce
5. Coordinate the planning of the annual SEWB WDSU forum to provide peer support, networking and sharing of best practice models across the SEWB workforce
 6. Promote best practice models of service delivery in SEWB programs and compliance with operational standards outlined in the relevant programs handbooks.
 7. Contribute to evaluation and monitoring frameworks to measure the overall impacts of the SEWB Workforce activities are achieved.
 8. Develop and maintain spread sheets and/or a database to collect data on training of the SEWB workforce

Selection Criteria

Essential:

1. Knowledge of evidence based and culturally appropriate approaches to mental health, SEWB and AOD issues within Aboriginal communities
2. Experience/knowledge of professional development, training and support activities.
3. High level knowledge of Australian Aboriginal culture, history, understanding of impact of colonisation and how this history relates to current social, emotional and health issues for Aboriginal communities, families and individuals.
4. Understanding of Aboriginal Community Control in the context of health care.
5. Demonstrated appropriate interpersonal, communication and organisational skills, including the experience in taking a leading role in meetings, committees and forums with Aboriginal and Torres Strait Islander communities, government departments and agencies, the private sector and the not-for-profit sector.
6. Proven ability to solve problems by analysing issues, identifying options and selecting the most appropriate solution.
7. Ability in project management to support organisation-wide initiatives that fosters Social Emotional Wellbeing for Northern Territory communities
8. Proficient ability to use MS Word, Outlook, including skills in MS Excel and PowerPoint

Desirable:

1. Identification as an Aboriginal and/or Torres Strait Islander person
2. Understanding and/or experience in working in an Aboriginal Community Controlled Organisation.
3. Qualifications in mental health/ AOD/SEWB
4. Cert IV in Training and Assessment.