



# Job Description Form Public Health Program Officer – Public Health (50D)

## 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

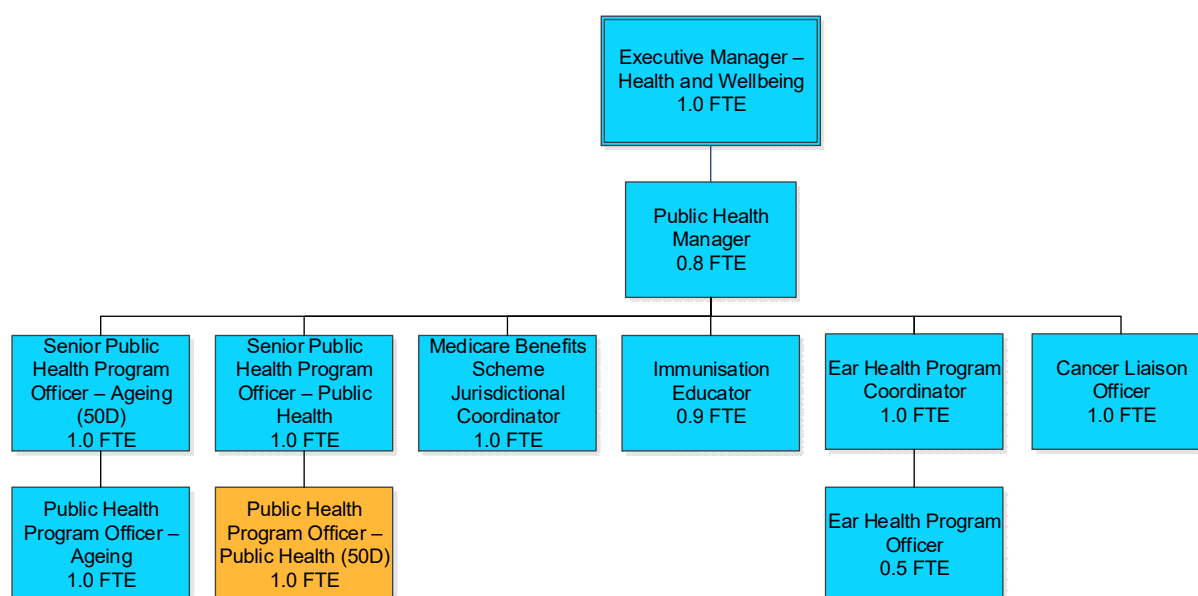
Being accountable to all our Members, stakeholders and the community

### Resilience

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

<b>Position Title</b>	Public Health Program Officer (50D)
<b>Work Group</b>	Health and Wellbeing
<b>Work Unit</b>	Health and Wellbeing
<b>Reports To</b>	Senior Public Health Program Officer – Public Health
<b>Direct Reports</b>	Nil
<b>Award / Agreement</b>	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification</b>	Administrative Grade 4
<b>Approved by CEO</b>	27 May 2025 (Des Martin)

## Team Structure



## Position Purpose

The Public Health Program Officer – Public Health (50D) directly reports to the Senior Public Health Program Officer – Public Health and is accountable to the Public Health Manager. The position is primarily responsible for providing ongoing support and advice about CQI approaches to improving systems of care for the Aboriginal Community Controlled Health Services (ACCHS) (AHCWA's Member Services) and providing public health information to AHCWA's Member Services and external stakeholders in Western Australia.

The occupant of this position will be required to provide a cultural lens to public health responses, share knowledge and promote culturally secure, comprehensive primary health care across the State.

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 Public Health Program Officer – Public Health (50D) is aligned with Goal 1 – Enhance and Promote, 2 – Support and Strengthen and 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, primarily engaging with clinicians (including doctors, nurses, and allied health professionals).
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

### Internal

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

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## Responsibilities of this Position

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### Clinical Governance Support

- Provide support for Member Services that imbeds CQI frameworks and processes that focus on patients, information and safety.
- Provide health management problem solving, implementation of best practice policies and procedures and feedback of relevant information to Member Services and the Health and Wellbeing Work Unit.
- Provide CQI support to the AHCWA Clinical Leadership Group.
- Perform secretariat duties for the AHCWA Clinical Leadership Group including coordinating meeting schedules, preparing and distributing agendas and papers, taking minutes, following up on action items, and ensuring effective communication between group members and relevant stakeholders.
- In consultation with the PHMO provide support with clinical compliance and practice management issues to Member Services on request.
- Support Member Services, where necessary, in the development and maintenance of clinical and health promotional material that promotes CQI and best practice standards.

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### Public Health

- Provide support, advice and advocacy to Member Services or on their behalf on Public Health policy.
- Provide advice on best practice for Public Health issues, with particular focus on ensuring cultural safety and appropriateness for Aboriginal communities.
- Take the lead on particular public health programs as per teamwork delegations, applying Aboriginal cultural knowledge to program design and implementation.
- Maintain current best practice clinical health information in the client portal, ensuring information is presented in ways that are culturally accessible and appropriate for Aboriginal communities.

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### Cultural Advice

- Provide cultural advice and guidance to the Public Health Work Unit, and across AHCWA more broadly as required, to ensure a cultural lens is applied to public health responses and culturally safe practices are promoted and adhered to.

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### Digital Health and Innovation

- Participate in ADHA eLearning to maintain digital health and innovation knowledge and understanding.
- Support and assist the Senior Public Health Program Officer – Public Health to implement the National Digital Health Strategy in the Aboriginal Health Sector in WA, including but not limited to:
  - PIRS – Communicare / MMEX
  - My Health Record
  - PRODA

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- Healthcare Identifiers
  - NASH Certificates
  - ePrescribing
  - Telehealth
  - Secure Messaging
  - eOrdering of Pathology
- Support and assist the Senior Public Health Program Officer – Public Health to provide or facilitate support and education for Patient Information and Recall Systems (PIRS) to ensure data quality and information is recorded correctly and the recall systems are operating effectively.
  - Understand barriers to implementing digital health initiatives in WA ACCHS's and assist in developing solutions to address and overcome these barriers.
  - Provide digital health support to Member Services through actively promoting digital health initiatives and products. Represent WA ACCHS sector priorities across state-wide and national levels.
  - Support and assist the Public Health Medical Officer to develop strong clinician engagement through the establishment of digital clinical content and use of innovative digital health assessment tools to assist in improved Telehealth consultation.
  - Promote digital health initiatives to the Aboriginal Health Sector.
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### **Collaboration and Partnerships**

- Represent AHCWA in working groups and forums.
  - Establish and maintain partnerships with essential organisations to improve health outcomes for Aboriginal people in WA.
  - Engage external health organisations to contribute to culturally safe health promotional materials.
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### **Health Information and Management**

- Provide or facilitate advice and support on the Medicare Benefit Scheme (MBS) and claiming opportunities based on service delivery model of each service to maximise Medicare income whilst also maintaining patient/client outcomes in partnership with MBS Jurisdictional Coordinator.
  - Provide support and guidance in developing culturally appropriate health promotion materials with Member Services.
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### **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.
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### **General**

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
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- 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
<b>Clinical Governance Support and Public Health</b>	<ul style="list-style-type: none"> <li>• Actively participate in or lead a minimum of two (2) CQI and /or health promotion activities per annum.</li> <li>• Active participation in the Clinical Leadership Group meetings.</li> <li>• Conduct quarterly reviews to maintain and update relevant sections of the AHCWA website and Member Portal as it relates to your programs.</li> <li>• Attendance at the Rural Health West Aboriginal Health Conference annually.</li> <li>• Maintain a view across National and State health policy agendas and frameworks that will impact on the ACCHS sector of Western Australia.</li> </ul>
<b>Cultural Advice</b>	<ul style="list-style-type: none"> <li>• Provide a cultural lens in the development of public health responses and health promotion resources.</li> <li>• Provision of cultural advice and information to the PHMO and Public Health Work Unit.</li> </ul>
<b>Quality Management System (QMS)</b>	<ul style="list-style-type: none"> <li>• Sound progress against agreed program deliverables and KPI's.</li> <li>• Ensure all tasks assigned to this position are completed within a six (6) week period.</li> </ul>

Additional KPIs will be developed in line with the allocation of work delegations and will be reflected in the individuals work plan.

KPI's are to be assessed in line with the organisations performance development framework.

## 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

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984 (WA)*.
- Possession of relevant health qualification i.e. Public Health / Health Promotion / Aboriginal Health Practitioner or Worker / Registered Nurse.
- Demonstrated experience in the primary health care setting, including but not limited to: Aboriginal Community Controlled Health Services (ACCHS), public health, health promotion or clinical.
- Demonstrated knowledge of CQI principles ideally within primary health care.
- Demonstrated knowledge of the service delivery issues facing Aboriginal Community Controlled Health Services (ACCHS).
- Understanding of the social determinants affecting Aboriginal peoples' health status.
- Highly developed written, verbal and interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective working relationships.
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- Demonstrated ability to utilise analytical problem solving skills to develop and implement strategies to improve service delivery.
- Well-developed ability to undertake action research to prepare, collate and organise data.
- Demonstrated ability to uphold the principles of cultural sensitivity including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

#### Desirable

- Current clinical registration within area of profession.
- Demonstrated experience in a digital health or a related field in the Not for Profit, Community and/or Health Sector.
- Experience with Patient Information and Recall Systems (PIRS) including Communicare and MMEX.



### **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:	