



Job Description Form Sexual Health and BBV Program Officer

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

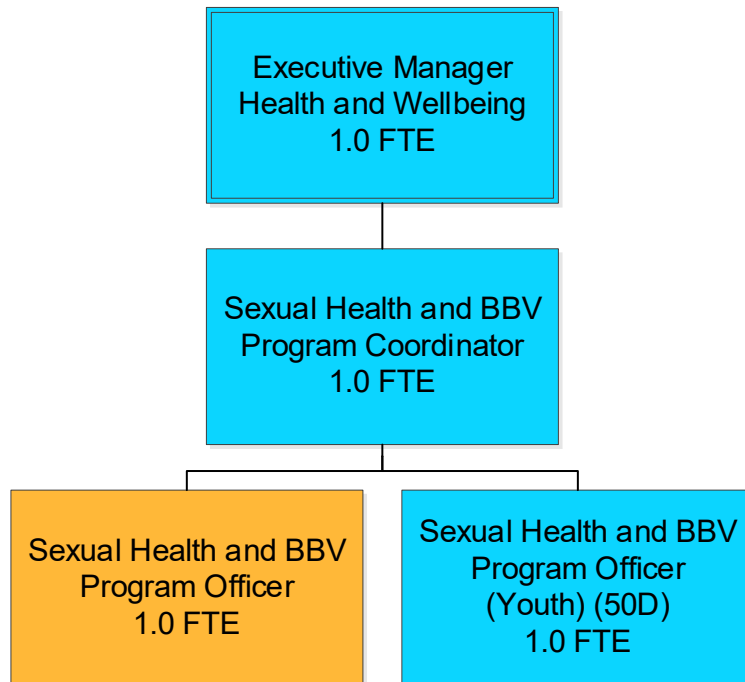
Resilience

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



Position Title	Sexual Health and BBV Program Officer
Work Group	Health and Wellbeing
Work Unit	Sexual Health and Blood Borne Viruses
Reports To	Sexual Health and BBV Program Coordinator
Direct Reports	Nil
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 4
Approved by CEO	28 August 2025 (Des Martin)

Team Structure



Position Purpose

The Sexual Health and BBV Program Officer directly reports to the Sexual Health and BBV Program Coordinator and is accountable to the Executive Manager Health and Wellbeing, and forms part of the broader Health and Wellbeing Work Group. The position is primarily responsible for planning, preparing, promoting and delivering the training within the Birds and

the BBVs course. This position is also required to assist in the development and delivery of professional development programs to AHCWA's Member Services.

The incumbent will also take an active role in mentoring and supporting the Sexual Health and BBV Program Officer (Youth) (50D) and the implementation of strategies to the secondary target group.

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 Sexual Health and BBV Program Officer is aligned with Goal 1 – Enhance and Promote and Goal 2 – Support and Strengthen.



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 (ACCHS) in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.
- Liaises with Hepatitis WA and WAAC to deliver the Birds and the BBVs course to AHCWA's Member Services.

Internal

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

Responsibilities of this Position

Strategic

- Plan, develop and implement strategies which enhance quality improvement interventions and clinical management activities to reduce STIs and BBVs in Aboriginal people in WA.
- Work collaboratively with the Sexual Health and BBV Program team to effectively deliver key program deliverables.
- Promote and support appropriate existing and planned clinical management of STIs and BBVs.
- Provide support, advice and mentoring where necessary to ACCHS sexual health and clinical staff.
- Develop networks in Aboriginal communities to build community support for sexual health promotion activities.
- Prepare written reports and other documentation as required in accordance with funding requirements and AHCWA policy and procedure.
- Support the Sexual Health and BBV Program Coordinator in providing leadership and coordination of the Sexual Health and BBV Program Team, including supporting and supervising other team members as needed.

Continuous Quality Improvement (CQI) and Capacity Building

- Identify areas for data collection and analysis for the purpose of building evidence-based cases to demonstrate continuous quality improvement in sexual health and blood borne virus prevention and management.
 - Support services to identify, screen, treat and arrange follow-up treatment for sexual health and blood borne viruses.
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- Support health care professionals to have the appropriate skills to understand the consequences, modes of transmission, symptoms, treatment and prevention of STIs and BBVs.
 - Provide support and guidance to the Sexual Health and BBV Program Coordinator to develop and maintain continuous quality improvement initiatives within the sexual health program.
 - Support the Sexual Health and BBV Program Coordinator to proactively identify solutions to address potential problems.
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Program Planning and Delivery

- Coordinate the implementation of a rolling program of education and training in Sexual Health and Blood Borne Viruses in collaboration with Hepatitis WA and WAAC.
 - Deliver Birds and the BBV's sessions in partnership with Hepatitis WA and WAAC.
 - Provide ongoing support with Point of Care Testing equipment including exploring barriers and ways to increase testing numbers.
 - Develop and implement an evaluation plan for the project and undertake pre and post evaluations for each training session undertaken and provide a timely and comprehensive report after each 6-month period.
 - Monitor and respond to emerging public health concerns relevant to the sector, providing advice and support as required.
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ACCHS Workforce Development of STI and BBV Service Delivery

- Deliver professional development initiatives to improve ACCHS staff knowledge, skills and confidence regarding STIs and BBVs.
 - Develop and/or disseminate appropriate resources to ACCHS staff.
 - Provide remote support to ACCHS staff regarding STI and BBV clinical services on request.
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ACCHS Sector Needs Analysis

- Use a variety of methods to collect information on ACCHS needs.
 - Assist services to conduct CQI activities including clinical audits and review for record keeping for STIs and BBVs.
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Report to Sector Partners

- Participate in relevant reference groups, committees and advisory groups and work in collaboration with other agencies in the STI and BBV field.
 - Provide information to WA Health on emerging trends and issues in the ACCHS sector with reference to STIs and BBVs.
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Quality Management System

- Actively participate in the organisation's QMS (Logiqc).
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- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.

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.
- Attend the Rural Health West WA Aboriginal Health Conference annually.
- Provide support for all-staff events and organisational initiatives, including but not limited to NAIDOC Week and the annual State Sector Conference.
- Undertake other duties within the scope of the position classification, as directed by the Sexual Health and BBV Program Coordinator or Executive Manager Health and Wellbeing.

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 organisation's performance development framework.

Key Result Area	Key Performance Indicators
Sexual Health CQI and Capacity Building	<ul style="list-style-type: none"> • Deliver at least six (6) Birds and the BBVs training sessions in partnership with Hepatitis WA and WAAC per 12 month financial year across regional, remote and metropolitan Western Australia. • Deliver tailored workshops as needed to member services. • Facilitate monthly 'AHCWA Bites' informative online information sessions, including organising relevant guest speakers in the sexual health field.



	<ul style="list-style-type: none"> • Support/provide training to Member Services and Aboriginal health professionals on STI and BBV point of care testing regimes. • Support health professionals to provide accessible culturally responsive safe and effective STI and BBV testing treatment monitoring and care and improve their confidence to have the related sexual health conversations with clients. • Assist with the planning and facilitation of the yearly AHCWA Sexual Health Forum in conjunction with the Department of Health. • Work collaboratively within the Sexual Health space to co-design health promotion materials relevant to the sector.
<p>Coordination, Planning, Development, Implementation, Evaluation and Leadership of Collaborative Activities Regarding Sexual Health</p>	<ul style="list-style-type: none"> • Provision of timely and high-quality written reports and other documentation in preparation for Staff Monthly Reports and other ad hoc reports as requested. • Promotion of other trainings including but not limited to ASHM, Sexual Health Quarters and Department of Health training.
<p>Quality Management System (QMS)</p>	<ul style="list-style-type: none"> • Ensure all tasks assigned to this position are completed within a six (6) week period.

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

- Relevant knowledge, skills and a minimum 2 years' experience in blood born viruses and sexually transmissible infections.
- Demonstrated knowledge of clinical quality improvement practices in primary health care with a focus on sexual health and blood borne viruses.
- Strong analytical and problem-solving skills with the ability to develop strategies, ideas and opportunities to resolve issues in a timely and effective manner.



- Knowledge and/or an understanding of the current trends and issues affecting the health and wellbeing of Aboriginal communities throughout the state.
- Demonstrated experience in planning, implementing and evaluating public health programs, education and training for a diverse range of audiences.
- Demonstrated effective written and verbal communication and highly developed interpersonal skills including consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively 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
- Possession of a relevant clinical qualification i.e. Aboriginal Health Worker / Aboriginal Health Practitioner or Registered Nurse.
- Certificate IV in Training and Assessment (TAE40116) or working towards it or willingness to attain.
- Demonstrated knowledge of the Australian Qualifications Framework (AQF) and best practice and assessment practices.
- Experience working within the Aboriginal Community Controlled Health Sector and a strong understanding and commitment to the sector's principles.

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 will 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:	