

i can

...do something  
more meaningful



## SA Health Job Pack

<b>Job Title</b>	Coordinator Amata Family Wellbeing Centre
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	863691
<b>Applications Closing Date</b>	18 July 2024
<b>Region / Division</b>	Eyre and Far North Local Health Network
<b>Health Service</b>	Community and Allied Health
<b>Location</b>	Amata Family Wellbeing Centre
<b>Classification</b>	ASO4
<b>Job Status</b>	Temporary Full Time (up to 30 June 2025)
<b>Salary</b>	\$75,430 - \$79,070 p.a

## Contact Details

<b>Full name</b>	Karen Crossman
<b>Phone number</b>	86261310
<b>Email address</b>	karen.crossman@sa.gov.au

## Criminal History Assessment

**Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:**

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category B (indirect contact with blood or body substances)**

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title</b>	Coordinator Amata Family Wellbeing Centre
<b>Classification Code</b>	ASO4
<b>Position Number</b>	P29271
<b>Local Health Network</b>	Eyre and Far North Local Health Network
<b>Hospital / Service / Cluster</b>	Coober Pedy
<b>Division</b>	Community & Allied Health
<b>Department/Section / Unit/ Ward</b>	Amata Family Wellbeing Centre
<b>Role reports to</b>	Team Leader Remote Services
<b>Role Created/ Reviewed Date</b>	19/02/2021/Reviewed June 2024
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category B (Indirect contact with blood or body substances) <a href="#">Please click here for further information on these requirements</a>

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Coordinator is responsible to the Regional Team Leader Aboriginal Services for the conduct of Amata family Wellbeing Centre which contributes to the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands Family Wellbeing Centres Project Brief, to improve child, family and community wellbeing and access to services that are provided in a more coordinated and integrated manner.
- > The Coordinator will support the manager by maintaining a multi-agency liaison and community engagement regarding FWC priority actions. The incumbent will also be supporting Amata FWC Health Advisory Council, responding to community health service demands and maintaining assets and quality service standards.

### Direct Reports:

- > Responsible to the Team Leader Remote Services.

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Executive Director Community & Allied Health Service through the Team Leader Remote Services.
- > Works collaboratively with all employees from within the region but especially those employed at Amata FWC
- > Liaises with members of the EFNLHN Community & Allied Health directorate.
- > Liaises with members of the EFNLHNLHN Aboriginal Services directorate.

#### External

- > Liaises with the staff of other services operating from the Amata Family Wellbeing Centre, Government agencies, non-Government organisations and Contractors
- > Liaises with private and public sector organisations operating within the Amata Community and APY Lands.
- > Amata Community

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Ability to work with a high degree of autonomy and use initiative, make decisions and be resourceful to enable timely completion of all tasks and meet deadlines under limited direction and guidance of the Manager:
- > Working in a complex and changing work environment.
- > Adapting to the intense training agenda associated with the role.
- > Working with staff from a diverse background.
- > Building and maintaining effective health promotion based partnerships and community based strategies.

**Delegations:**

- > Nil delegations.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Eyre and Far North Local Health Network Inc. values and strategic directions.

**General Requirements:**

\*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety Act 2012 (SA) - maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / EFNLHN policies, procedures, guidelines and standards.

**Confidentiality and Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Statement:**

Eyre and Far North Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Select Local Health Network from drop down; is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > The position is primarily located at Coober Pedy but the incumbent maybe required to work from other sites within EFNLHN area.
- > Must be an Australian Resident or hold a current working visa.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis

## OFFICIAL

subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.

- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
  - > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

### Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Planning, Implementation and Evaluation	<ul style="list-style-type: none"> <li>&gt; Prepare project scopes and briefings</li> <li>&gt; Participate in implementation processes</li> <li>&gt; Lead and engage in community and consumer consultation processes/methods</li> <li>&gt; Participate in report writing/interim reporting against timelines or performance indicators</li> <li>&gt; Engage, participate and lead feedback processes</li> <li>&gt; Assist in the collecting, evaluating and analysing of data from a number of sources to create meaningful reports for a variety of target audiences, including reporting against KPIs, to inform resourcing, to monitor compliance and risk management.</li> </ul>
Project Coordination and Management	<ul style="list-style-type: none"> <li>&gt; Oversee and undertake site administration including data collection and analysis, and reporting requirements.</li> <li>&gt; Assisting with the allocation of work, monitor of work quality, determining of priorities and provision of on job training.</li> <li>&gt; Contribute to sourcing appropriate and accurate cultural information, community data for use within programs.</li> <li>&gt; Provide executive officer support to HAC committees.</li> <li>&gt; Take minutes and contribute to the preparation of agenda items reports, briefing material and correspondence.</li> </ul>
Develop Partnerships and Collaboration	<ul style="list-style-type: none"> <li>&gt; Build partnerships with other staff, health agencies, including non-government and state government agencies, to provide quality programs and health outcomes through:</li> <li>&gt; Communicating effectively with all staff in order to develop a team which is positive, motivated and reliable.</li> <li>&gt; Consult with community stakeholders on responses to health and wellbeing issues.</li> <li>&gt; Consult and liaison with Agency stakeholders associated with the work of the Amata Family Wellbeing Centre.</li> <li>&gt; Demonstrated experience in building a supportive and co-operative multi-disciplinary environment which encourages collaboration and seeks input from relevant stakeholders</li> </ul>
Service Provision and Consumer Engagement	<ul style="list-style-type: none"> <li>&gt; Coordinate consultations with consumers and other relevant stakeholders aimed at assessing the relative merits of service options:</li> <li>&gt; Assist the Manager to provide cultural brokerage and advice to the EFNLHN in relation to APY Lands issues</li> <li>&gt; Ensure the effective engagement of community and consumers through appropriate communication and allocation of resources to enable and support participation.</li> <li>&gt; Develop, maintain and foster positive working relationships with EFNLHN consumers, community partners, key stakeholders and other interested and relevant organisations.</li> </ul>

**OFFICIAL**

	<ul style="list-style-type: none"> <li>&gt; Ensure the provision of high quality and appropriate services for consumers of remote based community based services</li> <li>&gt; Facilitate appropriate cross-agency and multi-disciplinary community referrals</li> <li>&gt; Ensure accurate, clear records are maintained of all services delivered and referrals facilitated</li> </ul>
<p>Continuous Quality Improvement</p>	<ul style="list-style-type: none"> <li>&gt; Assist the Manager with the implementation of business plans that put into operation the objectives of the EFNLHN Strategic plan and AFWC Service Model</li> <li>&gt; Assist the Manager to design, create and implement project plans</li> <li>&gt; Assist the Manager to develop policies, systems, procedures or protocols.</li> <li>&gt; Develop operational procedures &amp; protocols pertaining to the building &amp; assets associated with the Amata Family Wellbeing Centre including OHS&amp;W.</li> <li>&gt; Support and encourage Anangu consumer feedback using appropriate processes to continually monitor and improve outcomes and quality of services.</li> <li>&gt; Participating in staff development and training programs and may be involved in the selection of new staff.</li> </ul>
<p>Contribute to the understanding and application of SA Health policies and procedures.</p>	<ul style="list-style-type: none"> <li>&gt; Supporting values that respect historical and contemporary Aboriginal cultures so that Aboriginal people are recognised as having a special connection with the State;</li> <li>&gt; Ensuring the needs of all cultures are met through the provision of appropriate services;</li> <li>&gt; Ensuring compliance with relevant law and South Australian Government and SA Health policies;</li> <li>&gt; Contributing to counter disaster planning and preparedness as required;</li> <li>&gt; Assisting with and supporting any internal or external audit processes;</li> <li>&gt; Ensuring the promotion and implementation of the General Public Sector Managements Aims, Personnel Management Standards and employee conduct standards – in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements, and demonstrating a commitment to the Premier's Safety Commitment.</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

**Educational/Vocational Qualifications** (include only those listed as an essential qualification for the specified classification group)

- > Nil

**Personal Abilities/Aptitudes/Skills:** (related to the role description and expressed in a way which allows objective assessment):

- > Ability to communicate effectively with Anangu and Pirampa (Non-Aboriginal)
- > Willingness to train and complete qualification associated with the role
- > Be respected and accepted as a person of integrity and potential by senior Anangu leaders associated with the Amata FWC
- > Ability to be self-directed and to perform under general direction.
- > Proven organisational and decision-making skills.
- > Proven communication skills in the local environment
- > Ability to work effectively both individually and within a team environment. (EFNLHN)
- > Physically able to perform the range of duties indicated.
- > Flexible approach to work routine.
- > Determination and perseverance to develop and advance.

### **Experience**

- > Experience in working in fulltime employment with significant responsibilities for processing and outcomes.
- > Experience in APY Lands communities with Anangu.
- > Experience in problem solving and using initiative.
- > Proven experience in Microsoft Applications and basic computing skills, including email, database entry and word processing

### **Knowledge**

- > Has knowledge of the appropriate standards in relation to the area of practice.
- > Has knowledge of the appropriate local and regional cultural requirements and conventions.
- > Knowledge and understanding of the Work Health and Safety Act and Risk Management principles.
- > Knowledge of contemporary Aboriginal culture.
- > Knowledge of administrative practices and procedures.
- > Knowledge of the role and function of Country Health SA Local Health Network and SA Health.
- > Knowledge of Public Sector management aims, personnel management standards and employee conduct standards, in particular Equal Opportunity and Work Health Safety.

### DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

**Educational/Vocational Qualifications** (considered to be useful in carrying out the responsibilities of the role)

- > Certificate III in Aboriginal and Torres Strait Islander Primary Health Care (Community Work) or
- > Certificate III in Community Service Work (Aboriginal Health) or equivalent

**Personal Abilities/Aptitudes/Skills:** (related to the role description and expressed in a way which allows objective assessment):

- > Be a local Amata (APY Lands) Anangu Pitjantjatjara – Yankunytjatjara speaker
- > Strong interest in working in Aboriginal Community Health.

### **Experience**

- > Working with Aboriginal and Torres Strait Islander populations and/or programs as consumers/clients, colleagues or both.
- > Experience in working within rural/remote community settings.

### **Knowledge**

- > Nil



## ORGANISATIONAL CONTEXT

---

### Organisational Overview:

---

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care, and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological, and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

---

### Our Legal Entities:

---

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

---

### SA Health Goals and Strategies:

---

The achievement of key SA Health goals, directions and strategies are articulated within the following:

- > South Australian Health and Wellbeing Strategy 2020-2025
  - > State Public Health Plan 2019-2024
  - > SA Health Strategic Clinical Services Plan 2021-2031
  - > SA Mental Health Services Plan 2020-2025
  - > SA Health Clinical Services Capability Framework
- 

### Eyre and Far North Local Health Network:

---

Our Local Health Network (LHN) is responsible for the planning and delivery of hospital and health services over 337,626 square kilometres, taking in the Eyre Peninsula, western part of South Australia and north of Coober Pedy. It supports approximately 40,000 people.

Services provided within the Eyre and Far North region include accident and emergency, day and inpatient surgery, Aboriginal health, mental health, obstetric services, chemotherapy, renal dialysis, community and allied health, and aged care and disability services.

We have Health facilities located within Port Lincoln, Tumby Bay, Cummins, Lock, Elliston, Streaky Bay, Wudinna, Kimba, Cleve, Cowell, Ceduna and Coober Pedy.

The health units within the Eyre and Far North LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

The Amata Family Wellbeing Centre is part of the Eyre and Far North Local Health Network and is managed by the Executive Director Community and Allied Health, through the Regional Team Leader Aboriginal Services.

---

## Values

---

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### EFNLHN Values

The values of EFNLHN express the type of conduct required by our employees to further our vision to be a trusted provider of accessible, responsive, and innovative health, disability, and aged care services to support the wellbeing of our diverse communities.

Accountability	Connected	Respect	Caring
✓ We value taking responsibility for all that we do	✓ We value being part of our local community and our LHN community	✓ We value every individual and their uniqueness	✓ We value providing compassionate care to those who need it
✓ We value acting with integrity when striving to achieve our goals	✓ We value listening and collaborating with others	✓ We value being considerate and kind to ourselves and others	✓ We value putting our consumers at the centre of everything we do
✓ We value following through on what we say we will do	✓ We value two-way communication	✓ We value the diversity of our communities and the people in them	✓ We value taking the time to understand our consumers and their needs

---

## Code of Ethics

---

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

---

## Aboriginal Health

---

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**