

## POSITION DESCRIPTION

# SCHN - Deputy Director, Aboriginal Health

 <b>C</b> ollaboration <b>O</b> penness <b>R</b> espect <b>E</b> mpowerment	
<b>Organisation</b>	NSW Health
<b>Local Health District / Agency</b>	The Sydney Children's Hospitals Network
<b>Position Classification</b>	Health Mgr Lvl 4
<b>State Award</b>	Health Managers (State) Award
<b>Category</b>	Aboriginal Health   Aboriginal Health Management
<b>Website</b>	<a href="http://www.schn.health.nsw.gov.au">www.schn.health.nsw.gov.au</a>

## PRIMARY PURPOSE

The Deputy Director of Aboriginal Health will be responsible for the operations of the Aboriginal Health Hub (AHH) and management of the Aboriginal Health Workers (including Aboriginal Health Workers, Aboriginal Health Practitioners, Aboriginal Health Education Officers, Senior Aboriginal Health Workers, Principal Aboriginal Health Workers and Health Service Managers working in Aboriginal Health) across the Sydney Children's Hospitals Network (SCHN) including Sydney Children's Hospital (SCH), The Children's Hospital at Westmead (CHW) and Bear Cottage.

The Deputy will demonstrate leadership and strategic processes to improve Aboriginal Health quality of care and outcomes across SCHN in line with the SCHN Strategic plan, SCHN Aboriginal Health Strategic Plan and the SCHN Aboriginal Health Action Plan. The position directly reports to the Director of Aboriginal Health.

The Deputy develops strategies, policies and procedures to support service delivery. The role is instrumental in the recruitment and development of a highly skilled workforce to meet the clinical and cultural needs of Aboriginal and Torres Strait Islander (ATSI) children and their families.

The role is involved in service planning in line with SCHN strategic plan. It will ensure models of service delivery are responsive to patient needs, utilise evidence based practice and promote the development of effective, collaborative and culturally safe working relationships with other departments and agencies.

Responsibilities include:

- Work in collaboration with the Equity and Outcomes Project Officer in planning, monitoring and review of health access – including operational key performance such as Did Not Wait, Discharge Against Medical Advice, Readmission rate
- Direct line management of Aboriginal Health workers, Project Managers, and Trainees
- Implementing effective and efficient governance mechanisms
- Strategic planning and management of clinical services supporting Aboriginal and Torres Strait Islander families in hospital.
- Providing direction for quality improvement opportunities to project managers and trainees, ensuring equity and better health outcomes for Aboriginal and Torres Strait Islander children.
- Liaison and partnering with Aboriginal and Torres Strait Islander communities, medical services, government and non-government agencies in co-ordination and consultation with the Director of Aboriginal Health.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

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At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL CRITERIA

WWCC (Yes/No): Yes

### Supervisor

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

## KEY ACCOUNTABILITIES

### Administration

- To be familiar with the requirements and management of Stafflink, Healthroster, and Purchasing and Stores Manual.

### Human resources management

- Recruitment and retention of positions in the Hub and across Aboriginal Health directorate.
- Review and manage staff performance annually in accordance with SCHN Workforce policies.
- Manage day to day operations including ensuring appropriate staff coverage across the Network through monitoring leave and approving Health Roster.
- Promote a cohesive team approach within the team and fosters collaboration across the organisation
- Provide regular line management supervision and support to staff
- Manage interagency issues and escalate matters to the Director of Aboriginal Health and/or Director of Clinical Operations (as appropriate).

### Strategic Leadership and Planning

- In consultation and collaboration with the Director of Aboriginal Health, develop, monitor and evaluate the implementation of SCHN Aboriginal Health Action Plan
- Support the SCHN Director of Aboriginal Health with the governance functions and the management of the operational requirements of the Aboriginal Health Hub and the SCHN Aboriginal Health Services.
- Prepare funding submissions to State and Federal agencies that support SCHN
- Develop, implement and maintain systems that ensure the cultural responsiveness of SCHN Aboriginal Health Services and the cultural competence and capability of staff attached to the SCHN Aboriginal Health Services
- Overall management and oversight of project managers and trainees and the quality improvement and research focus to improve health outcomes for Aboriginal and Torres Strait Islander children.
- Review where necessary the SCHN practices, policies and procedures to ensure that Aboriginal and Torres Strait Islander Health is adequately addressed.
- Management of budget and maintain financial control for designated cost centres and financial delegations.
- Build partnerships with Aboriginal Community Controlled Health Services, Communities, the Child Health Network and other child health service providers.

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### Information and Data Management

- Co-ordinate review and development of data collection systems including maintenance of the Aboriginal Health Dashboard

### Supervision

- Ensure all team members have regular clinical supervision and cultural support sessions

### Education and Training

- Ensure education, training and professional development of staff remains current.
- Support the professional development and career pathways for the Aboriginal Health Workforce and work with other departmental managers in establishing new Aboriginal identified or targeted positions
- Develop resources, education and present to a variety of audiences to increase awareness of Aboriginal Health and Aboriginal Cultural competency for SCHN local Aboriginal Communities, and statewide

### Research/Quality Improvement

- Initiate, develop and implement research and quality improvement projects in collaboration with SCHN Clinical Governance quality unit.
- Work with researchers to collect, analyse, monitor and respond to relevant Aboriginal Health data including SCHN KPIs related to the SCHN Aboriginal Health Strategic Plan
- Co-ordinate annual AHH review and planning day and develop an annual business plan, and annual reports based on activities and achievements.

## KEY CHALLENGES

- Working in close collaboration with health clinicians, a number of key stakeholders and Aboriginal people will require excellent communication skills and professionalism.
- Collecting and reporting on key Aboriginal Health outcomes across SCHN, including identifying opportunities for collection of additional data metrics, not currently collected.
- Managing staff across a variety of locations.
- Demonstrate sound ability to anticipate and resolve problems in a challenging and dynamic environment using innovative, creative solutions.

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### KEY RELATIONSHIPS

Who	Why
Director of Aboriginal Health	The position reports to the Director of Aboriginal Health and works collaboratively to progress Aboriginal Health strategic and operational plans.
SCHN clinical services	Support SCHN clinical services in planning, implementing and evaluating Aboriginal and Torres Strait Islander child health initiatives.
SCHN Aboriginal and Torres Strait Islander Child Health Team	Review the SCHN strategic directions for Aboriginal and Torres Strait Islander Child Health on an annual basis to ensure appropriate use of resources and optimal health outcomes.
Social Work Head of Department	Work in collaboration with SW to develop and implement a model for cultural supervision that will support Aboriginal Health workers/practitioners across the Network
NSW Ministry of Health, Local Health Districts and Aboriginal Community Controlled Organisations	Collaborate and work in partnership as required to ensure SCHN AHW workforce and AHU services align with state-wide priorities
SCHN Consumers and Aboriginal local community	Work in partnership and consult with in regard to Aboriginal health outcomes, projects and Aboriginal Health Workforce initiatives

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## SELECTION CRITERIA

1. Being an Aboriginal and Torres Strait Islander is a genuine occupational qualification and is authorised under Section 14 (d) of the Anti-Discrimination Act 1977 This is an Identified Aboriginal/Torres Strait Islander Position. Applicants for this position must be of Aboriginal descent through parentage, identification as being Aboriginal and being accepted in the community as such. Exemption is claimed under Section 14 of the Anti-Discrimination Act 1977).
2. Appropriate Tertiary Qualifications or equivalent experience.
3. Demonstrated leadership and management skills and demonstrated experience in supporting committees, writing reports in an environment where there is limited supervision.
4. Demonstrated success in strategic planning, Aboriginal and Torres Strait Islander service development/implementation.
5. Demonstrated ability to effectively manage projects and resources within agreed timeframes.
6. Demonstrated success at building relationships with staff and key stakeholders from multiple cultures and organisations.
7. High-level computer literacy and experience in data analysis and interpretation.
8. Extensive experience in independently developing high quality written submissions to State and National funding bodies that have been successful.

## OTHER REQUIREMENTS

- Understand and practice person centred care.
- Work in partnership with consumers on improving and evaluating the delivery of services.
- Actively participate in quality improvement activities.
- Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.
- Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.
- Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.

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**Job Demands for: SCHN - Deputy Director, Aboriginal Health**

<b>Physical Demands</b>	
<p><b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Infrequent</p>	<p><b>Sitting</b> - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p><b>Standing</b> - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>
<p><b>Running</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p><b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks</p> <p>Infrequent</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Not Applicable</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Not Applicable</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>

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<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Infrequent</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Infrequent</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Not Applicable</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Infrequent</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Infrequent</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Not Applicable</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Infrequent</p>	

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**Sensory Demands**

<p><b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Not Applicable</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Occasional</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Not Applicable</p>	

**Psychosocial Demands**

<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Occasional</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Infrequent</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Infrequent</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Infrequent</p>
<p><b>Exposure to Distressing Situations</b> - e.g.</p>	

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child abuse, viewing dead/mutilated bodies	
Infrequent	

<b>Environmental Demands</b>	
<p><b>Dust</b> - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p><b>Gases</b> - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p><b>Fumes</b> - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p><b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p><b>Hazardous Substances</b> - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p><b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard</p> <p>Infrequent</p>
<p><b>Inadequate Lighting</b> - risk of trips, falls or eyestrain</p> <p>Not Applicable</p>	<p><b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p><b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p><b>Confined Spaces</b> - areas where only one egress (escape route) exists</p> <p>Occasional</p>

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<p><b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b></p> <p>Infrequent</p>	<p><b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b></p> <p>Infrequent</p>
<p><b>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</b></p> <p>Not Applicable</p>	<p><b>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</b></p> <p>Not Applicable</p>