

## POSITION DESCRIPTION

# SCHN - Aboriginal Health Project Lead (HEALS)



<b>Organisation</b>	NSW Health
<b>Local Health District / Agency</b>	The Sydney Children's Hospitals Network
<b>Position Classification</b>	Health Mgr Lvl 2
<b>State Award</b>	Aboriginal Health Workers' (State) Award Health Managers (State) Award
<b>Category</b>	Project Management   Project Manager
<b>Website</b>	<a href="http://www.schn.health.nsw.gov.au">www.schn.health.nsw.gov.au</a>

## PRIMARY PURPOSE

The Aboriginal Health HEALS Project Lead will lead and manage the Hearing Ear health And Language Services (HEALS) program to provide ENT services to Aboriginal children in partner Aboriginal Community Controlled Health Services. The key responsibility will be to establish new working relationships from the HEALS program that ran from 2013 to 2017 across NSW, and to ensure that the ENT services are delivered, monitor and evaluate progress, convene and jointly run Steering Committee meetings quarterly and write reports as required.

The role will guide delivery of high quality, equitable, accessible, acceptable and cost effective ENT services to Aboriginal children, young people and families within the partner Aboriginal Community Controlled Health Services of the Sydney Children's Hospitals Network (SCHN). The role will report directly to the Aboriginal Health Senior Project Manager and will sit within the Aboriginal Health Directorate. They will work in collaboration with the Director and Deputy Director of Aboriginal Health, and other Service Directors and Department Heads to enhance service delivery, address health inequities and improve access to appropriate health services and programs at SCHN.

The role will foster and strengthen existing networks within SCHN, Local Health Districts (LHDs), Primary Health Networks (PHNs) and Aboriginal Community Controlled Health Organisations to address equity and enhance the quality and safety of services and programs delivered to Aboriginal people.

Priorities addressed will be consistent with and complementary to the strategic directions of relevant policies within the NSW Ministry of Health (MoH) including meeting the targets set out in the NSW Aboriginal Health Dashboard.

## 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.

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.

## POSITION DESCRIPTION

# SCHN - Aboriginal Health Project Lead (HEALS)



## ESSENTIAL CRITERIA

Vaccination Category:

Category

A -

B

Qualifications/ Licenses/ Registrations?

WWCC  Yes  No

Work Health and Safety:

Select which of the following applies:

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.

OR

Non-Supervisor

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing

## KEY ACCOUNTABILITIES

- Undertake the required activities to implement the HEALS program
- Monitor indicators of progress of HEALS program
- Co-ordinate HEALS Steering Committee and act as Secretariat
- Continue and strengthen ongoing relationships with service providers in the partner Aboriginal Community Controlled Health Services
- 
- Oversee the collection of performance indicators with HEALS Officers employed in each of the partner Aboriginal Community Controlled Health Services and collate and report on performance at Steering Committees and for SCHN Foundation as required
  - Work with the Clinical Finance Partner, and Senior Project Manager to keep track of funding expenditure, and plan for remaining balances. Work collaboratively with the Manager to ensure transparency in budget management for HEALS project.
  - Work with the Aboriginal Health Senior Project Manager in evaluating the HEALS project, and work towards formal publication.
  - Identify gaps, and opportunities for early identification and intervention to improve health outcomes for Aboriginal children.
- Liaise effectively with LHDs, Aboriginal Community Controlled Health Services and any other organisations as required to achieve greater coordination and integration of hospital and community based services

## KEY CHALLENGES

- Participating in consultations with internal and external stakeholders where there are competing priorities and with varying levels of engagement
- Balancing limited resources to meet high volume workloads and competing consumer needs and expectations while still achieving positive outcomes
- Time management and prioritisation of a diverse range of issues and work demands from a number of sources

## POSITION DESCRIPTION

# SCHN - Aboriginal Health Project Lead (HEALS)



## KEY RELATIONSHIPS

Who	Why
Aboriginal Health Senior Project Manager	Line management.. The Aboriginal Health Senior Project Manager will provide operational and strategic leadership, mentoring to this role and provide guidance as part of the HEALS Steering Committee.
Director, Aboriginal Health	Monitoring of indicators of health in Aboriginal children to meet the SCHN Aboriginal Health Strategic Plan Key Performance Indicators.
Department Heads, Service Directors - (eg Surgical Stream and Allied Health)	Collaborative work in design and implementation of research, new programs and services.
Aboriginal Community Controlled Health Services	Attend meetings to re-establish, run and report on HEALS program.
Local Health District Aboriginal Health Managers	Maintain strong networks and work in collaboration to ensure programs enable seamless care for SCHN patients and families across the state.

## SELECTION CRITERIA

1. This is an identified Aboriginal position. Therefore, applicants must be of Aboriginal and/or Torres Strait Islander descent. SCHN considers that being Aboriginal is a genuine occupational qualification and is authorised by Section 14 (d) of the Anti-Discrimination Act 1977, NSW
2. Relevant tertiary qualifications in a health-related discipline (preferably with public health training and a Masters of Public Health) and/or relevant experience and/or a combination of both.
3. Demonstrated knowledge of health, social and cultural issues affecting Aboriginal people, families and communities and demonstrated understanding of the social determinants of health and the impact of health systems on equity and outcomes
4. Highly developed interpersonal and communication skills and demonstrated high level written and presentation skills including experience in policy development and research
5. Demonstrated high level negotiation and facilitation skills, community engagement skills, commitment to organisational change, and ability to develop and maintain effective working relationships with senior management and other key stakeholders
6. Proven ability to deliver improvement and innovation in the delivery of healthcare to Aboriginal populations using project management and problem-solving skills
7. Demonstrated ability to understand and use data to drive better patient outcomes for Aboriginal populations
8. Sound knowledge of the Aboriginal Community Controlled Health Sector, NSW Health System, strategic directions and organisational culture of Local Health Districts and hospitals.

## OTHER REQUIREMENTS

Understand and practice person centred care.

Work in partnership with consumers on improving and evaluating the delivery of

**POSITION DESCRIPTION**

**SCHN - Aboriginal Health Project Lead  
(HEALS)**

services.



## POSITION DESCRIPTION

# SCHN - Aboriginal Health Project Lead (HEALS)



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.

## POSITION DESCRIPTION

# SCHN - Aboriginal Health Project Lead (HEALS)



### Job Demands for: SCHN - Aboriginal Health Project Lead (HEALS)

Physical Demands	
<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>Frequent</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p><b>Running</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>	<p><b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks</p> <p>Occasional</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Occasional</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Occasional</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Occasional</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Occasional</p>

**POSITION DESCRIPTION**

**SCHN - Aboriginal Health Project Lead  
(HEALS)**



<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Occasional</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Occasional</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>Occasional</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Occasional</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Frequent</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Frequent</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Frequent</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Infrequent</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Occasional</p>	

**POSITION DESCRIPTION**

**SCHN - Aboriginal Health Project Lead (HEALS)**



**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>Frequent</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Occasional</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>Frequent</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>Occasional</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Occasional</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Occasional</p>

**POSITION DESCRIPTION**

**SCHN - Aboriginal Health Project Lead (HEALS)**



<p><b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Occasional</p>	
--	--

<p align="center"><b>Environmental Demands</b></p>	
<p><b>Dust</b> - exposure to atmospheric dust</p> <p>Occasional</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>Infrequent</p>	<p><b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard</p> <p>Not Applicable</p>
<p><b>Inadequate Lighting</b> - risk of trips, falls or eyestrain</p> <p>Occasional</p>	<p><b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Occasional</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>

**POSITION DESCRIPTION**

**SCHN - Aboriginal Health Project Lead  
(HEALS)**



<p><b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b></p> <p>Occasional</p>	<p><b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b></p> <p>Occasional</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>Occasional</p>