



ANYINGINYI HEALTH ABORIGINAL CORPORATION POSITION DESCRIPTION AND SELECTION CRITERIA

KALPA PURRU WIRРАНJARLKI - PUBLIC HEALTH SECTION

GROW WELL COORDINATOR

Position No:	PHS - 9	Reviewed: July 2017
Reports To:	Public Health Section Manager and then through the General Manager	
Level:	Admin 8.1 \$77,180pa to 8.4 \$90,730pa, negotiable depending on experience and qualifications.	
Conditions:	3 month probationary period 6 weeks annual leave, with 17.5% loading 10 days personal leave per annum 9.5% employer superannuation Two year contract of employment	
Salary Sacrificing:	A minimum amount of \$15,899.94pa can be packaged. All other terms and conditions of employment are as per the <i>Anyinginyi Enterprise Agreement</i> .	
Relocation Costs:	Only paid where applicable, please contact HR for details.	
Accommodation:	Subsidised accommodation is only paid where applicable, please contact HR for details.	
Utilities:	Telephone: Payment of private telephone costs/charges are your responsibility. Electricity & Gas: Payment of all electricity and gas costs are your responsibility.	
Vehicle:	A motor vehicle is provided with this position for work purposes only. The use and maintenance of the vehicle will be in line with the current <i>Anyinginyi Motor Vehicle Policy</i> . You are required to hold a valid NT Driving licence at all times during employment.	
Ochre Card:	It is your responsibility to ensure you hold and maintain the NT Working with Children card (Ochre card) at all times; failure to do so may result in loss of employment.	
Criminal History Check:	It is your responsibility to provide a current satisfactory national (or international) criminal history check before an offer of employment will be made.	
Dental:	Free general dentistry only is provided to employees. Should you require any further laboratory work this will need to be paid for by you.	

- Gymnasium:** Free gym membership is offered to employees only. If you have other family members who are not ATSI, and they join the gym they will need to pay.
- Prescriptions:** Free prescriptions.
- Hours of Work:** Monday to Friday
8:00am to 5:00pm accumulating one day off or
8:24am to 5:00pm with no accumulation

NB: It is compulsory that all Anyinginyi employees are in possession of an Ochre card (NT Working with Children) from NTSafe or similar, along with satisfactory completion of a pre-employment National Criminal History check at their own expense.

OUTLINE OF POSITION OBJECTIVES & DUTIES

Summary

This position is to coordinate the development, establishment and maintenance of structures and processes to support the establishment of primary health care services for the Barkly Region, which includes the communities of Ali Curung (Alekerange), Canteen Creek (Owairtilla), Epenarra (Wutunugurra), Mungkarta and Elliott with priority health issues being:

- Nutrition related disorders in young children, particularly anemia and failure to thrive;
- Improvement in nurturing practices in mothers/carers in general and particularly very young mothers/carers;
- Maintenance of Indigenous socialisation practices which are seen as more community based and more community oriented than non-Aboriginal practices; and
- The need, rendered urgent by the demographic structure of the communities, to pass on traditional knowledge, particularly in regard to parenting, nutrition and cultural practices.
- This position is required to mentor, train and give appropriate guidance to the Grow Well Trainee.

Duties

- 1 Maintain confidentiality and work as a member of a high performing multi-disciplinary team.
- 2 Acknowledge and respect Aboriginal values, beliefs, customs, language and traditional practices;
- 3 Maintain and adhere to Anyinginyi policies and procedures and implement and advocate the goals, objectives and strategies as outlined in the *Anyinginyi Board's Strategic Plan*, particularly in achieving the desired outcomes of the *Grow Well Project Plan*;
- 4 Develop, establish and maintain a project that will deliver primary health care services as outlined for identified communities;
- 5 Ensure there are effective working relationships and two-way referral procedures with the existing NT Department of Health clinics and other services in each of the communities in which the program is operating; and
- 6 Support the CQI Officer to develop the information system, the baseline data and the parameters for the valuation and conduct of this project.
- 7 Any other duties delegated by the Section Manager in line with position or organisational requirements.

Program Specific

- 1 Within each community establish structures which foster community engagement and decision making in the ongoing development and implementation of strategies that meet the goals and objectives of the program;

- 2 Establish tools to deliver a program that improves community knowledge and practice in mother and child nutrition through referrals and participation in joint nutrition education activities with the Anyinginyi Community Nutritionist;
- 3 Refer all cases of poor nutrition, particularly failure to thrive and anemia, to the Anyinginyi Community Nutritionist;
- 4 Encourage and establish strategies that foster community participation in the program;
- 5 Undertake detailed action planning within a community development framework that responds to the needs of local children and families at risk.
- 6 Establish tools and information to improve parenting skills among young mums
- 7 Establish cultural strength and relationship between young mums and grandmothers and other carers.
- 8 Design appropriate Grow Well health education material.
- 9 Develop links and work in partnership with Child & Maternal Health Team.
- 10 Develop links and work in partnership with Aboriginal Health Practitioners, as relevant.

Selection Criteria

Essential

- 1 Tertiary qualifications in nutrition, health or community development or extensive experience in this field.
- 2 Knowledge of developing programs to assist mothers and young children with disorders related to poor nutrition practices and to improve nurturing practices in mothers and carers in general.
- 3 Understanding of the importance of maintaining Indigenous socialisation practices and the need to pass on traditional knowledge, particularly in regard to parenting, and cultural practices that improve community knowledge and practice in mother and child health.
- 4 Clear understanding of community development practices that encourages community management, control and ownership;
- 5 Experience in developing detailed action plans, within a community development framework that responds to the needs of local children and families at risk;
- 6 Experience in working as a member of a multi-disciplinary team.
- 7 Hold or ability to obtain an Ochre Card (NT Working with Children) and to satisfy a national criminal history check.
- 8 NT current driver's licence.

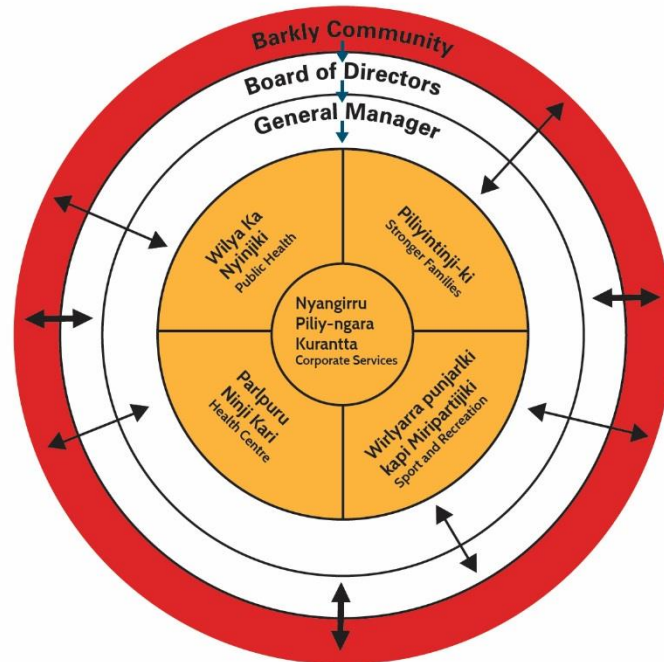
Desirable

- 1 Experience in working in remote Indigenous communities
- 2 Previous experience working in a similar program in Aboriginal communities
- 3 Experience in driving and handling 4WD vehicles on unsealed outback roads.

CVs/Resumes provided to Anyinginyi will be retained on file either the successful Application Employment file for the duration of employment or on the Position Advertising file, documents are kept for a period of 7 years after cessation of employment or closure of position advertising file and then destroyed.

ORGANISATION OVERVIEW

The Anyinginyi Health Aboriginal Corporation Governance Model



ANYINGINYI Governance Model

In line with the Pathways to Community Control “...Community Control requires communities and their organization to possess both the understanding of and the ability to apply the knowledge and competence on which sound engagement is built. It also depends

on the capability of government organizations and structures to understand and find new ways of working that responds to community’s calls for greater levels of engagement”. (Page 9, Pathways to Community Control)

The Anyinginyi Governance Model illustrates how the Barkly community, Anyinginyi Board of Directors, the General Manager and the Anyinginyi Sections are integrated and work collaboratively serving the needs of their clients.

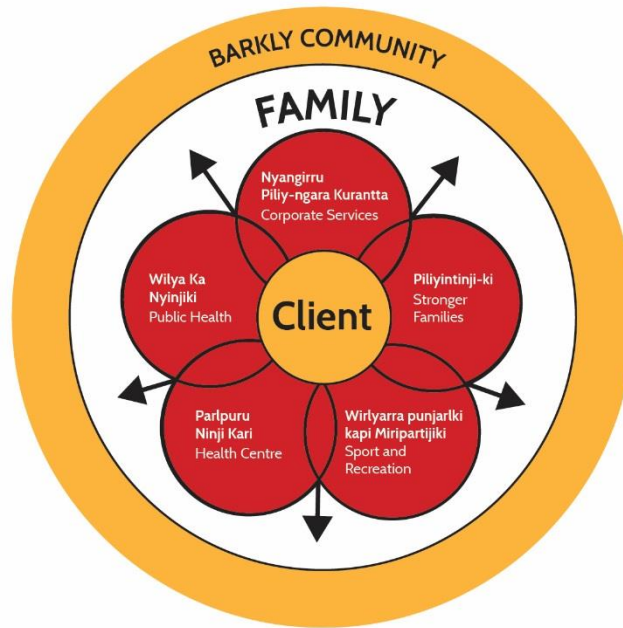
The border of the Model represents the Barkly region. The Barkly community representatives are elected to the Anyinginyi Board of Directors situated in the Model’s inner rim. The business of the corporation is managed by or under the direction of the Board of Directors. The Directors may exercise all the powers of the corporation except any that the CATSI Act or the Anyinginyi Rule Book requires the corporation to exercise in general meetings.

The General Manager oversees the everyday operations of Anyinginyi as an entity. Each highlighted Section is managed by individual Section Managers to guide and direct the programs of each section and oversee the management of employees.

The arrows within the Governance Model represent how services are utilised. There are various ways that clients or individuals can access Anyinginyi Services for example:

- Community people accessing our services – on a needs basis
- Anyinginyi representatives from their individual sections going out and providing an outreach service to the community/communities or promotion of programs

Anyinginyi Health Aboriginal Corporation Primary Health Care Service Delivery Model



Primary Health Care is a social community development approach to health that is about ensuring everyone has the right to affordable, accessible and appropriate health care. Primary health care has a broad focus on the social environment rather than just health services. It has a holistic approach to health development and based on social justice, equity, community participation, social acceptability, cultural safety and trust. It also has a broad approach that strongly links with the social determinants of health.

The primary health care approach includes prevention, advice, public health, education, promotion, research, evaluation and community development, as well as primary care delivered in an empowering, multidisciplinary way that helps people to help themselves.

The Anyinginyi Primary Health Care Service Delivery Model reflects the important elements of the holistic health care approach in combining the community, family and client. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The Anyinginyi Primary Health Service Delivery Model underpins the way all Anyinginyi services are delivered to the individual client, their family and overall to the community. All Anyinginyi client-related policies and procedures reflect the Primary Health Service Delivery Model. Each Anyinginyi Section has a set of referral forms and processes in place that links the client to more than one Section.

“Whole of Family” Primary Health Care Approach

Anyinginyi programs have been developed to strengthen all areas of well-being for Aboriginal people. Anyinginyi’s strategic Plan 2014/16 has identified a review of Anyinginyi Section’s roles and responsibilities as required.

The following information is provided as an overview of program areas:

➤ **Parlpuru Ninji Kari - Health Centre**

The Health Centre delivers primary health care, clinical, GP, women’s health, men’s health, chronic disease management, Specialist services and community engagement liaison.

Anyinginyi has been working proactively with government service providers to develop partnerships and coordinate service delivery to achieve better outcomes for clients. The Health Centre is often the first point of contact for clients, formal referral systems have been established to link clients with other services. Clients may be referred to other sections within Anyinginyi in line with the service delivery model. It is a priority of Anyinginyi to improve medical input to the Board and management whilst providing improved support to clinicians.

➤ **Manu Kinapina Parlpuru Ninji Kari - Regional Remote Health Service**

The Regional Remote Health Section provides the following services –

Bush Mobile – providing primary health care services to remote communities within a 100km radius of Tennant Creek not serviced by the Northern Territory Department of Health. This service is supported by a medical officer and two nursing staff with the assistance of an ALO/AHP and administrative staff.

North Barkly Zone – providing primary health care services to remote communities of the North Barkly region not serviced by the Northern Territory Department of Health. This service is supported by a medical officer and a registered nurse with assistance of an ALO/AHP and administrative staff.

Allied Health Services – a full-time nutritionist provides services to major communities within the whole of Barkly region (including Tennant Creek). In addition a Physiotherapist and Podiatrist provide fortnightly locum visits six times per year, the latter focusing on Tennant Creek (at present) with the Physiotherapist providing extra services twice yearly for two weeks to the cattle stations in the north Barkly.

Grow Well Program – providing health and capacity building education activities to parents/carers of young children in major communities of the Barkly region. Activities include playgroup, good health & hygiene practices, home skills education, caring for the home environment, self-empowerment.

EHSDI Program – the provision of funding for the identification of community members who have not had regular adult or child health checks and providing the latter in an environment conducive to better compliance.

➤ **Wirlyarra punjarlki kapi Miripartijiki – Sport & Rec**

This section delivers programs across a broad spectrum of Sport and Recreational areas to all age groups.

The Sport and Recreation team facilitate a wide range of social sports that the community engages in. These sports include Volleyball, Netball, Cricket, Soccer, Softball and more. Sport and Recreation also manages a commercial, well equipped gymnasium, which is utilised by a broad range of the community. Whilst being a member of the gymnasium, our members are entitled to a personalised fitness program tailor made to suit their needs to live a healthy and more active lifestyle.

Sport and Recreation provide a range of group fitness classes that include Pump, Crossfit, Boxercise, Circuit and our own dedicated women’s classes. There is also a dedicated Womens Program officer employed by

Anyinginyi Health Aboriginal Corporation to engage in women of all ages to participate in programs such as gym sessions, fitness classes and sports as well in a fun friendly environment

Every weekday during the School term, the Sport and Recreation team provide a structured, active lifestyle programs for kids. These activities include Basketball, Soccer, Netball, Tennis, Tball and Dodgeball. This program also flows on into the School Holiday Program where there is a range of activities to keep the kids entertain during the School Holidays.

Wirlyarra Punjarli Kapi Miripartijiki is working towards seeing the whole of the community create healthier lifestyles choices by becoming more active through Sport, Fitness or any other form of movement.

➤ **Kalpa purru Wirranjarlki - Public Health & Promoting Healthy Behaviours Section**

This section delivers preventative and educational programs across a broad spectrum of health areas, including trachoma, eye health, skin health, tobacco and healthy lifestyles, FASD and diabetes education, amongst others. Programs in PHU aim to increase community members' ability to have control over their own health, through raising awareness, health promotion and health education, specific health checks and screening, and responding to public health issues.

➤ **Piliyintinji-ki - Stronger Families**

Piliyintinji-ki Stronger Families (PSF) operates on the ethos that community development and empowerment, through a range of responsive and appropriate initiatives and direct supports, is the most meaningful approach to promoting effective ways to address the 'whole of life' issues impacting on our clients' health and wellbeing.

PSF takes a collaborative approach to working with all stakeholders to build solid relationships that reinforce connections to the principal of a 'whole of life' health care model and provides culturally appropriate and responsive programs and services for Aboriginal men, women and children that include: promotion and prevention initiatives fundamental to improve physical, spiritual, social and emotional health and wellbeing; access and referral to a range of services to assist with the impacts of alcohol and other drugs misuse/abuse; family and parenting strengthening; community connectedness; outreach and advocacy, and counselling and practical supports for individuals and families experiencing social and emotional distress associated with trauma and grief, forced separation of children from their families, family violence and suicide.

This wrap-around model of service delivery assumes a holistic approach to care and supports that are delivered with regard to cultural protocols and practices, including gender and familial obligations.

Nyangirru Piliyi-ngara Kurannta - Corporate Services

The Corporate Services Section is the business of the organization responsible for Management and Elected Arm administration, regional organizational partnerships, operational policies and procedures, income and expenditure reporting and monitoring service delivery goals for each Anyinginyi Section for implementation. Corporate Services also delivers financial management and asset development, efficient and responsive human resources, Information Technology, and stores and property management.

Corporate Services continually reviews systems to identify the range and scope of accountability pathways, financial policy, management and procedural matters to ensure effective performance and delivery. Regional systems and structures to support appropriate staffing, human resources and industrial arrangements have been aligned with regional governance within budget scope.

Anyinginyi's CQI processes developed are operational according to the NT CQI program with ongoing CQI participation and support from a locally based Barkly CQI Facilitator position. Anyinginyi strives for an effective CQI program to be in place. The Anyinginyi Board of Directors has identified quality assurance as a priority for ongoing organisational development.