



ANYINGINYI HEALTH ABORIGINAL CORPORATION POSITION DESCRIPTION AND SELECTION CRITERIA

KALPA PURRU WIRРАНJARLKI - PUBLIC HEALTH SECTION

HEALTH PROMOTION OFFICER

POSITION NO:	PHS 14 (M) – PHS 15 (F)	REVIEWED: July 2017
REPORTS TO:	Public Health Section Manager and then the General Manager	
LEVEL:	Admin Level 6.1 \$60,551pa to Level 6.5 \$66,625pa, plus \$1,000pa District Allowance	
CONDITIONS:	3 month mandatory Probation Period 6 weeks annual leave with 17.5% leave loading 10 days personal leave per annum 9.5 % employer superannuation	
Salary Sacrificing:	Minimum amount of \$15,899.94pa can be packaged. It is recommended that you speak with your own Accountant or Financial Adviser to ensure salary sacrificing arrangements suit your personal situation. All other terms and conditions of employment are as per the <i>Anyinginyi Enterprise Agreement</i> .	
Relocation:	Where applicable, please contact HR for further details.	
Accommodation:	Where applicable, please contact HR Officer for further details.	
Power & Gas:	All power, gas (if applicable) usage will be at your own cost.	
Telephone:	All private telephone costs and charges will be your responsibility.	
Vehicle:	A vehicle will be provided for business use only and use of this vehicle will be in accordance with the <i>Anyinginyi Motor Vehicle Policy</i> . You must be in possession of a NT validated driver's licence at all times. A vehicle does not come with this position for personal use.	
Dental:	Free general dentistry is offered to Anyinginyi employees, any laboratory work must be paid for by the employee.	
Gymnasium:	Free gym membership is offered to all Anyinginyi employees.	
Prescriptions:	Free prescriptions.	
Ochre Card:	It is your responsibility as an employee to ensure that you obtain and keep current at all times, the NT Ochre Card (Working with Children); failure to do so will result in termination 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.	

Hours of Work: Monday – Friday
8.00am – 5.00pm Rostered Day Off (RDO) access
8.24am – 5.00pm – no RDO access.

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.

Outline of Position & Objectives

The Health Promotions Officer will plan, implement and evaluate regional and local health promotion activities and help to embed sound health promotion practice and health education into Barkly Region. Health promotion is the process of enabling people to increase control over and to improve their health. To reach a state of complete physical, mental and social wellbeing, an individual or group must be able to identify and to satisfy needs, and to change or cope with the environment.

Health is therefore seen as a resource for everyday life, not the objective of living. Health is a positive concept emphasising social and personal resources, as well as physical capacities; therefore, health promotion is the responsibility of the health sector, along with communities, families and individuals too.

Duties

1. Undertake research into health issues in Tennant Creek and the Barkly region, develop and implement culturally appropriate health education events/programs.
2. In conjunction with Anyinginyi Health Section Managers, develop a monthly schedule of health promotional events and the coordination of staffing and resources for those events.
3. Hold presentations to educate Anyinginyi Health staff, and other stakeholders, about health issues throughout the Barkly Region
4. Gather statistical information and undertake relevant research on health issues in Tennant Creek and the Barkly region.
5. Liaise with relevant community groups within the Barkly Region as well as across Anyinginyi Health sections.
6. A commitment to engage with continuous quality activities within the section of Anyinginyi that you are employed in, on a personal and team level.
7. Attend relevant conferences and promote Anyinginyi Health Aboriginal Corporation at these events.
8. Acknowledge and respect Aboriginal values, beliefs, customs, language and traditional health practices.
9. Work towards achieving the Aims of and delivering on the Vision of Anyinginyi Health Aboriginal Corporation.
10. Other duties as directed.

Selection Criteria

Essential

1. Well-developed oral and written communication skills including presentation skills and experience in writing complex reports.
2. Qualifications and/or experience in a health related discipline or in the Aboriginal Community Controlled sector.
3. Experience in developing and coordinating health promotion activities/events.
4. Knowledge and understanding of Aboriginal & Torres Strait Islander culture and an understanding of the diverse circumstances and issues affecting Aboriginal and Torres Strait Islanders.
5. Demonstrated ability to be self-motivated and work with a minimal supervision.
6. Ability to work as a team member.
7. Understanding of and commitment to client confidentiality.
8. Demonstrated ability to network and liaise with a range of other service providers.
9. Ochre Card or have the ability to apply for one and to satisfy a national criminal history check.

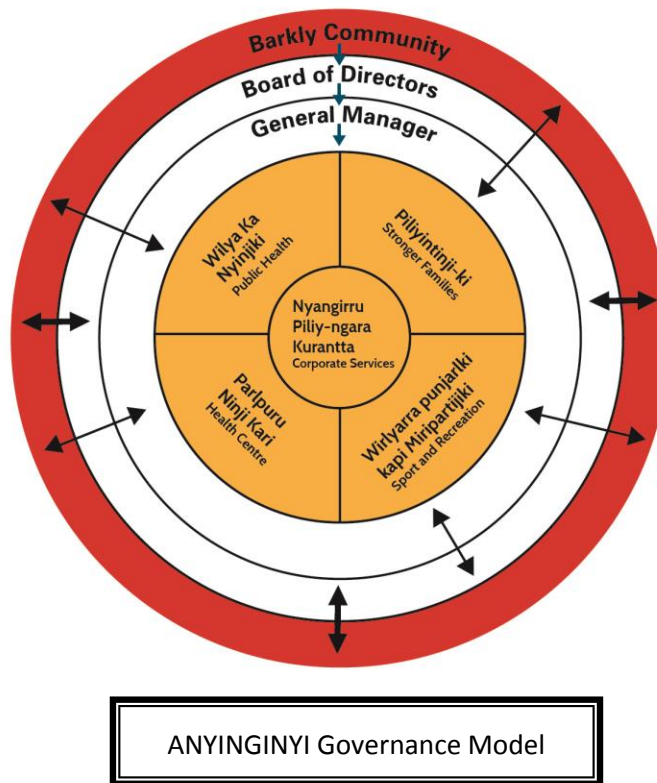
Desirable

1. Community engagement skills
2. Current NT driver's licence
3. Experience working in an Aboriginal health setting

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.

ORGANISATIONAL OVERVIEW

The Anyinginyi Health Aboriginal Corporation 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.

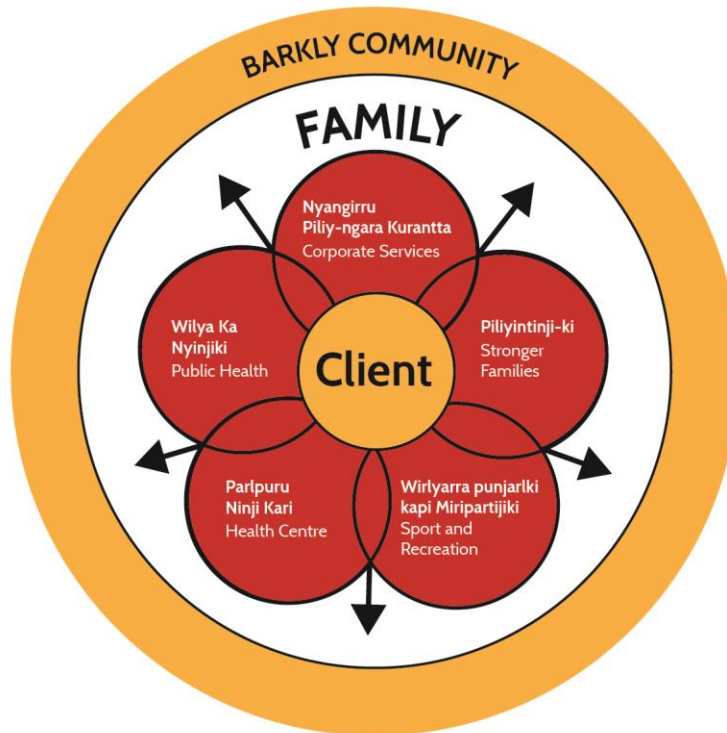
The border of the Model represents the Barkly region. The Barkly community representatives are elected to the Anyinginyi Board of Directors situated in the Model’s inner rim. The business of the corporation is managed by or under the direction of the Board of Directors. The Directors may exercise all 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 Parlpuu 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 100klm 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 entertained 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 Kurantta - 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.