



ANYINGINYI HEALTH ABORIGINAL CORPORATION

POSITION DESCRIPTION AND SELECTION CRITERIA

WIRLYARRA PUNJARLKI KAPI MIRIPARTIJIKI SPORT & RECREATION SECTION

POSITION: Sport & Recreation Team Leader

POSITION NO:	S&R - 6	POSITION DESCRIPTION REVIEWED: July 2017
REPORTS TO:	Sport & Rec Section Manager and through them to the General Manager.	
LEVEL:	Level 7.1 \$66,937.97 – Level 7.4 \$74,927.70. Negotiated based on previous experience and qualifications.	
CONDITIONS:	3 month mandatory Probation Period 6 weeks pro rata annual leave with 17.5% leave loading 10 days pro rata sick leave per annum 9.5% employer superannuation RDO's Salary Sacrificing: Minimum amount of \$15,899.94pa can be salary packaged. 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 for further details.	
Motor Vehicle:	A Corporate Vehicle will provided for work purposes only during your contract and conditions of use will be in line with the current Anyinginyi Motor Vehicle Policy. It is a requirement that you are in possession of a validated licence at all times.	
Ochre Card:	It is your responsibility as an employee to ensure that your Ochre Card is renewed and up to date, failure to do so may result in loss of employment.	
Gym Membership:	Free gym membership is offered to all Anyinginyi employees	
Dental:	Free general dentistry only offered to all Anyinginyi employees	
Prescriptions:	Free Prescriptions	
Hours of Work:	Monday – Friday (excluding public holidays) 38 hours per week, shifts rostered, 6.00am – 3.00pm, 8.00am to 5.00pm and 11am to 8pm, with a 1-hour lunch break. Weekend work may occur on odd occasions.	

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 AND DUTIES

Primary Objectives / Outline

The Sport and Recreation Team Leader is responsible for providing an efficient and effective Community Sports and Recreation Program to Aboriginal people and to the general community. The Team Leader must also ensure appropriate policies and procedures are implemented to ensure protection, safety and welfare of all visitors with a particular emphasis on young people (person under 18 years).

Duties include, training and supervising staff, organising events, maintaining the sports and recreation programs and equipment, develop and monitor fitness programs for clients, keeping records of statistics from sporting events and recreational activities, providing reports, liaising with other sporting bodies and Organisations, writing funding submissions to government and non government agencies, representing Anyinginyi at various sporting functions.

The Team Leader must also be flexible in performing their duties regarding the hours which are essential for the Centre to be open. Also the Team Leader is responsible for providing efficient and effective Community Sports and Recreation Program Courses for accreditation to Aboriginal people including others within the wider community and Barkly Region.

Duties

- In conjunction with other sections ensure health promotion activities are factored into program delivery.
- Regular reporting to the Section Manager of activities.
- Provide a diverse and quality Sports and Recreation program for Aboriginal people living in the Barkly Region. Also look at long term mentor programs including and using National, Territory and Regional high profile Sporting Identities.
- Develop, implement and evaluate sports and recreation programs, particularly aimed at the under 18 years, at the Centre and in the community.
- Provide high quality customer service through the assessment, development and delivery of individual and group fitness programs for Anyinginyi clients and members
- Train and supervise Aboriginal staff to develop appropriate skills, expertise and experience in managing community sports and recreation programs.
- On behalf of Anyinginyi, liaise with government and non government agencies, to facilitate their support, in respect of Aboriginal sport and recreation within the community.
- In conjunction with the Section Manager, prepare funding submissions relating to Anyinginyi Sports and Recreation Programs
- Attend meetings, prepare reports, maintain records, complete administrative requirements and perform other duties pertinent to the effective management of Anyinginyi's Sports and Recreation Programs.
- Ensure that regular stock-takes of Anyinginyi Sports & Recreation Centre assets and equipment are undertaken and appropriate measures are implemented and maintained for their security.

- Maintain Anyinginyi's Recreation Centre and equipment in a clean and safe condition to ensure that staff and clients are provided with a safe and healthy environment. This is addressing Duty of care and Occupational Health and Safety. Gym equipment must be checked every day to ensure the safety requirements for clients. Where a fault is found replacement/repair to take place as soon as practicable.
- Work closely with other sections of Anyinginyi and other Aboriginal organisations to provide activities for their clients in addressing their needs for good outcomes.
- Any other duties required by the position as directed.

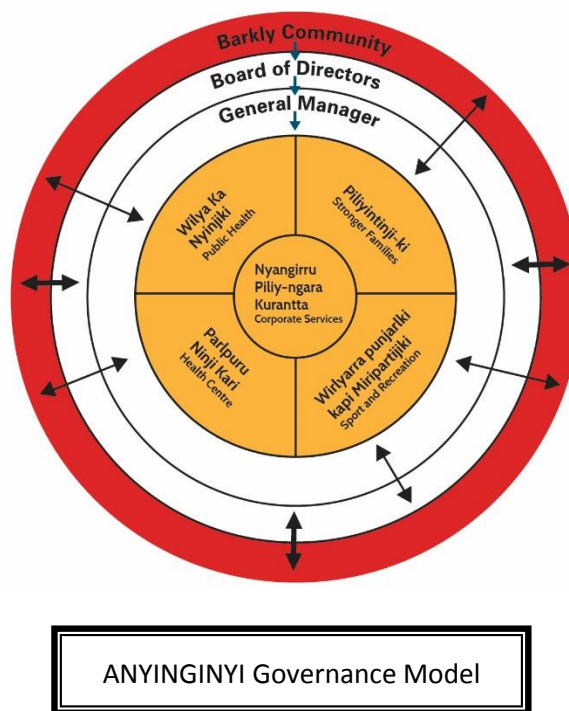
Selection Criteria

Essential

- Demonstrated ability to communicate effectively and sensitively with both urban and traditional Aboriginal people.
- Degree, diploma or equivalent from a recognised tertiary institution and demonstrated industry experience relevant to the position.
- Appropriate industry qualification in fitness, minimum certificate III in fitness. Experience in assessing physical fitness and developing individual gym programs and facilitating group fitness classes.
- Sound understanding of the importance of fitness and healthy lifestyle as it relates to the whole wellbeing of individuals, family and community
- Demonstrated experience in managing complex sports and recreation programs
- Demonstrated ability to work effectively both independently and as a member of a team, showing initiative, sound judgment, leadership and flexibility
- Sound knowledge of Occupational Health and Safety principles and practices
- A current First Aid Certificate
- A current NT Drivers Licence or the ability to obtain one
- Possess or have the ability to obtain an Ochre card
- Able to work on weekends and outside normal business hours

OUTLINE OF POSITION OBJECTIVES AND DUTIES

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)

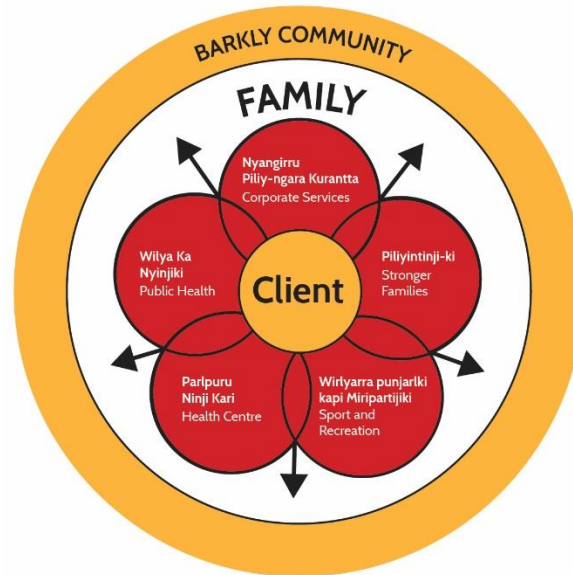
The Anyinginyi Governance Model illustrates how the Barkly community, Anyinginyi Board of Directors, the General Manager and the Anyinginyi Sections are integrated and work collaboratively serving the needs of their clients.

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



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 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 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.