

Position Description

POSITIONS DETAILS	Workforce Education and Support Officer
LOCATION:	Ceduna, Port Lincoln, Whyalla, Yalata, Oak Valley or Adelaide
DEPARTMENT:	SAWCAN PROJECTS
REPORTS TO:	Elder and Disability Program Lead
DIRECT REPORTS:	Nil
DATE UPDATED:	October 2024
HOURS OF WORK:	0.8 FTE, Part-time, 30 HOURS PER WEEK
AWARD CLASSIFICATION:	Health Professionals and Support Services Award 2020 Support Services employee—level 6
BASE SALARY:	\$69,264.00 per year plus superannuation (amount based on 0.8FTE), \$44.40 per hour
ADDITIONAL EMPLOYMENT CONDITIONS:	As described in letter of offer
PROBATION AND PERFORMANCE REVIEWS	Probationary period for this role is 3 months. Performance reviews will occur annually.
CONTRACT TIMEFRAME:	Contract until 30 June 2025, with possibility for extension pending funding

ABOUT SAWCAN
<p>SAWCAN is a partnership consortium consisting of five ACCHOs on the Eyre Peninsula and Far West Coast of South Australia:</p> <ul style="list-style-type: none"> • Nunyara Aboriginal Health Service in Whyalla • Port Lincoln Aboriginal Health Service in Port Lincoln • Yadu Health Aboriginal Corporation in Ceduna • Tullawon Health Service in Yalata • Oak Valley Health Service in Oak Valley <p>Together, the five member ACCHOs provide comprehensive primary health care to approximately 5,500 Aboriginal people in a region from Whyalla, west to the WA border (approx. 1,300km geographical distance).</p> <p>The purpose of SAWCAN is to work collaboratively as a region to:</p> <ul style="list-style-type: none"> • Build capacity within the region to achieve improved health and wellness outcomes for Aboriginal people • Demonstrate a strengths-based approach to achieving large scale solutions • Share and co-operate with each other to utilise each other’s skills, experience and specialist knowledge • Leverage opportunities by advocating as one voice • Become a central point of contact that provides advice and direction to external

- parties on any Aboriginal specific funds and programs coming into our region as it relates to health and wellbeing
- Act as a point of truth telling and supporting each other

KEY POSITION OBJECTIVES

The Workforce Education and Support Officer will work closely with and support the Elder and Disability Program Lead in the management, coordination, and delivery of non-accredited, practical workforce education related to disability and aged care.

This role will support SAWCAN Partner Organisations workforce within the Aboriginal disAbility Alliance (AAA), Elder Care Support (ECS), and Remote Community Connectors Program to build skills, capacity, and confidence. The Workforce Education and Support Officer will use a systems-based approach to training delivery and will work with local workforce to identify and strengthen internal systems for successful program and community outcomes.

Additionally, the role will support the Elder and Disability Program Lead to plan and book events, training and meetings in relation to the programs.

KEY PERFORMANCE INDICATORS AND RESPONSIBILITIES

The Workforce Education and Support Officer will:

Training and Development

- Roll out already developed SAWCAN Elder Care Support and NDIS training packages across the region to SAWCAN Partner ACCHOs
- Identify and recommend additional training and resources beneficial to the workforce.
- Provide ongoing practical training related to ECS, AAA, and Disability programs.
- Offer short training sessions to health service staff who are not directly involved in the SAWCAN Aged care or disability programs (including additional support for Team Leaders and Managers who are directly managing program staff who are funded by the SAWCAN programs
- Collaborate with AHCSA and NACCHO to develop accredited training pathways.
- Support the organisation, delivery, and facilitation of regional yarning circles in relation to aged care and disability.

Systems, Tools, and Resources

- Develop tools, resources, forms, and templates in consultation with the local workforce to facilitate program implementation.
- Train workforce on the use of tools, resources, forms, and templates as they are developed.

Workforce Support

- Understand workforce needs and provide proactive training, mentoring, and support.
- Advocate for workforce needs, addressing issues in aged care and disability.

Reporting:

1. Support the Elder and Disability Program Lead to complete progress reports for funding bodies and SAWCAN Board of Directors
2. Provide monthly written reports to the Elder and Disability Program Lead to update on activity work plan, successes, challenges and risks
3. Meet regularly with Elder and Disability Program Lead to update on progress on activity work plan, successes and challenges
4. Provide a quarterly training report to each SAWCAN member ACCHO HR / Training Officer.

Communication and networking:

1. Develop and maintain excellent working relationships with each of the SAWCAN members and their staff
2. Develop and maintain excellent working relationships with NACCHO and AHCSA
3. Actively participate in working groups, forums, conferences and other meetings as required

Other:

5. Support with funding applications for the SAWCAN region as required
6. Attend stakeholder meetings as required.
7. Proactively advocate for and share the successes of SAWCAN as a preferred provider for regional models.
8. Develop case studies of good practice across the region
9. Respond to national / state policy as it relates to aged and disability where required
10. Intra and interstate travel is required.
11. Additional ordinary hours and out of hours work may be required.

PERSON SPECIFICATION

Skills & Knowledge:

- Deep understanding of Aboriginal and Torres Strait Islander culture and ways of doing business in a culturally appropriate manner.
- Demonstrated knowledge of and experience with the Aboriginal Community Controlled Health Sector
- Understanding of adult learning/teaching methodologies.
- Experience in developing, delivering/ facilitating training
- Demonstrated ability to create, maintain and foster strong professional relationships
- Excellent communication skills, both verbally and in writing with the ability to address a wide range of audiences.
- Demonstrated understanding of the principles of person-centred care and trauma-informed practice.
- Understanding of how to assist and support staff in developing their skills and capabilities.
- Sound understanding of, or willingness to learn about, the aged care, disability and community services system
- Good record management, data collection and reporting capability

Previous Work Experience:

- Demonstrated experience working with Aboriginal people, organisations and communities and other stakeholders including government agencies and non-government organisations.
- Demonstrated experience in a training role, health or care sector role

Personal Attributes:

- Innovative - finds ways to work better and smarter. Has the ability to generate alternative options and ideas
- Determined – can research a myriad of options and is able to set a clear path to move the Network forward. Deals with obstacles and impediments
- Analytical – Takes a systematic approach when building toward improvements
- Ethical – Is transparent, honest and exercises good judgement
- Self-Disciplined - Manages own time to achieve key outcomes
- Flexible – Can adapt to changing circumstances in the workplace / sector and is able to take advantage of new and emerging opportunities
- Resilient - Recovers from setbacks and learns from experience and identifies areas for self-development

- Supportive – has the ability to encourage others, listens actively and can demonstrate empathy when confronted with adversity

Qualifications & Training:

- Hold or be willing to obtain a Certificate IV in Training and Assessment within the first 12 months of employment
- Current valid driver's licence, minimum of Class "C" or equivalent.
- Current First Aid Certificate, or ability to obtain.
- Current immunisations or willingness to participate in staff immunisation program

DECISION MAKING AND ADVICE

Decisions this role makes alone

- Any decisions must be in line with already approved project plans and/or approved workplans.
- The Workforce Education and Support Officer will exercise good judgement and decision-making within this context.

Advice/ recommendations

- The Workforce Education and Support Officer provides advice and recommendations to the Regional Integrated Care Coordinator on all matters in relation to the role and workforce needs.

Delegation of Authority

- This role does not hold any delegation of authority from the Board of Directors.

Financial accountability

- This role does not hold any financial delegation and will need to seek approval from the Workforce Education and Support Officer prior to making any purchases.

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____