



Position Description

Position Title	Aboriginal Development Officer
Division / Team	CEO Office/ Sector Development
Reports to	Manager Sector Support and Development
Agreement / Award	Health & Allied Services, Managers and Administrative Officers (Victorian Stand-Alone Community Health Services Multiple Employer) Enterprise Agreement 2022-2026
Classification	Grade 4
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	December 2023

About Ballarat Community Health

Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose

Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles

Address health inequity and inequality
Improve the health and wellbeing of our community
Have impact and be sustainable

Values

Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Position Summary

The Home and Community Care Program for Younger Persons (HACC PYP) and Commonwealth Home Support Programme (CHSP) is committed to improving outcomes for Aboriginal and Torres Strait Islander People and Communities by supporting staff in Aboriginal Community Controlled Organisations (ACCOs) and mainstream service

organisations to enable Aboriginal and Torres Strait Islander people to access culturally appropriate community and in-home support services.

The broad role of the Aboriginal Development Officer is to support HACC PYP and CHSP funded organisations to transform business practices in line with funding requirements and provide person-centred care. These activities aim to improve access and outcomes for Aboriginal and Torres Strait Islander Peoples and Communities.

The Aboriginal Development Officer role is part of the Sector Development Team. The role also partners with SSD officers in the Barwon/SouthWest region.

The Aboriginal Development Officer organises and facilitates networks and activities for Aboriginal Community Controlled Organisations receiving HACC PYP and CHSP funding.

The Aboriginal and Torres Strait Islander Development Officer supports the development of partnerships between ACCOs and mainstream organisations that deliver HACC PYP and CHSP services to improve Aboriginal and Torres Strait Islander people's access to mainstream services.

There are Aboriginal Development Officers across the state who work in regional teams and are linked at a state-wide level.

Funding of position

The ADO role is funded in part through the Victorian State Government's Home and Community Care Program for Younger People (HACC PYP) and Commonwealth Government's Commonwealth Home Support Program (CHSP) – Sector Support and Development.

Principal Areas of Responsibility

- Maintain an ongoing awareness and analysis of developments and policy initiatives relevant to CHSP and HACC PYP programs.
- Manage the full range of project planning and operational functions associated with the delivery of projects within established budgetary and timeline parameters. Escalate matters to the Manager Sector Support and Development as needed.
- Seek opportunities to engage key stakeholders in a partnership approach to the design and implementation of projects
- Support CHSP service providers through the Aged Care reforms including strengthening capacity for business transformation
- Maintain an understanding of the HACC PYP and CHSP programs and the service system, including reform activities such as the Aged Care reforms.
- Support staff from ACCOs so that they can understand and meet HACC PYP and CHSP reporting and funding requirements
- Organise and facilitate KADNAC the regional HACC PYP and CHSP Aboriginal Network, including the coordination of meetings, agendas, guest speakers, meeting notes and other correspondence as required
- Support service coordination between ACCOs and mainstream organisations to improve access to culturally responsive HACC PYP and CHSP services for Aboriginal and Torres Strait Islander people
- Be actively involved in the Victorian Committee for Aboriginal Aged Care and Disability (VCAACD) and facilitate communication between VCAACD and KADNAC Networks.
- Facilitate communication between staff from member ACCOs, funding bodies and other organisations
- Identify training needs for HACC PYP and CHSP staff who work specifically with Aboriginal and Torres Strait Islander communities and assist organisations to access appropriate training for staff

- Identify, capture and raise any considerations and issues for ACCOs with relevant Funding bodies, Sector Development Teams and the National SSD Networks and other key stakeholders
- Work positively and collaboratively with other members of the Grampians Region Sector Development Team (SDT) and Barwon/Southwest SSD officers to share resources, learnings innovative practice, and contribute to projects
- Be actively involved in the sector development regional meetings and state-wide meetings representing the Grampians and Barwon SouthWest regions, including leading when required.
- Actively participate in the CHSP National Sector Support & Development (SSD) Community of Practice.
- Contribute to service development projects that improve outcomes for Aboriginal and Torres Strait Islander clients

Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
- Continuing education to keep abreast of changes
- The role is auspiced by BCH but key directions for the position are provided by the Australian Government's Department of Health and Ageing & the Victorian Governments Department of Families, Fairness and Housing.

Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs
- Ensure that client and staff confidentiality is respected and upheld at all times
- Attend and actively participate in meetings as required
- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
- Participate in performance development plans and supervision
- Participate in the organisation's continuous quality improvement programs and activities

Qualification requirements

Extensive knowledge and understanding of Aboriginal culture and Aboriginal community health and wellbeing
A qualification in aged care or community service or similar

Key Selection**Criteria****1. Experience:**

- Experience working with Aboriginal communities and demonstrated ability to communicate sensitively and effectively with Aboriginal people
- Knowledge of the community care sector, particularly HACC PYP, aged care or disability. Experience working in the sector would be highly regarded
- Knowledge of Aged Care Act and experience working within the Aged Care Quality Standards would be highly regarded
- Demonstrated ability to facilitate the development of working relationships between staff in ACCOs and mainstream organisations

2. Interpersonal Skills:

- Ability to exercise sound judgement and cultural appropriateness and to maintain confidentiality and respect
- Ability to understand and work within a complex service system
- Able to provide support, advice and constructive feedback
- Strong communication skills and ability to relate to people at various levels within organisations

3. Written Communication:

- Effective written communication skills which are clear and concise

4. Computer Skills:

- Knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

5. Organisational Skills:

- Able to have a flexible approach to working with people and organisations
- Be action oriented, enthusiastic and able to support change
- Able to work independently and as part of a team

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
 - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
 - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
 - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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