



Albury Wodonga Aboriginal Health Service Inc

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644 Daniel Street Albury 2640

(PO Box 3040)

POSITION DESCRIPTION

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|----------------------------|--|
| Position Title : | Aboriginal Mens Shed Coordinator |
| Supervisor: | Programs Manager |
| Term of Employment: | Part Time .4FTE |
| Award : | Aboriginal Community Controlled Health Services |
| Salary: | As per contract. |

Position Approval

Updated: new role

Last updated:

Approved: David Noonan

Date: 22/6/2020

ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

To provide comprehensive quality health and family services based on respect for Aboriginal Culture.

POSITION PURPOSE

The purpose of this position is to provide coordination and support for the AWAHS Mens Shed program. This position will work with the Shed participants, AWAHS employees and the community to engage with and meet the health and wellbeing needs of community members in the Shed environment.

The Mens Shed Co-ordinator plays a vital role in supporting community connectedness to the Mens Shed and identified stakeholders, including mentoring and support to the shed participants to develop their skills in activities of choice within a safe environment.

This will be done through strong leadership, support and supervision (individual and group), overseeing AWAHS Mens shed projects

RELATIONSHIPS

Supervision

The position reports directly to and is supervised by the AWAHS Programs Manager

Internal

The Mens Shed Coordinator will work collaboratively with all other team members of AWAHS. Respect must be shown to Elders, other participants and AWAHS staff.

External

The Mens Shed Coordinator will be expected to liaise with key stakeholders who are involved with Health issues affecting our local Aboriginal community. The liaison will also include other local Aboriginal Organisations.

DUTIES OF THE POSITION

- Identify, develop and implement programs and projects that meet the requirements of the shed members and that entices new members
- Manage and operate the Mens Shed within operational guidelines
- Ensure participants are appropriately trained in the use of tools and equipment and comply with correct procedures for use
- Maintain the facilities including equipment to legislated and AWAHS standards
- Deliver WH&S awareness and operational training to participants that is relevant to the activities undertaken, and ensure compliance
- Maintain and manage facilities inventory and stock control including consumables to meet requirements and minimise losses
- Deliver opportunities and programs that encourage participation by men and that promote health and wellness, life-long learning, social interaction and provides opportunities to contribute to the community
- Maintain professional relationships with the Men's Shed program participants.
- Identify and contribute to applications for funding opportunities

Administration

- Maintain accurate program records and statistics as required.
- Maintain relevant records in line with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (the Privacy Act)
- Ensure all expenditure is within guidelines, documented, reported and allocated
- Documentation and management of WH&S incidents including near misses within area of responsibility
- Manage the budget for the area of responsibility under guidance of the Manager

- Actively uphold the AWAHS philosophy, policies and procedures.
- Maintain confidentiality.
- Work with participants and other stakeholders to develop program material
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.

Professional

- Ensure the AWAHS Mens Shed maintains a positive image in the community
- Accept personal responsibility and be accountable for professional practice.
- Contribute to the development, implementation and compliance of policies and procedures within area of responsibility
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge relevant to the role
- Work effectively as part of a multi-disciplinary team and deliver services to the community.
- Participate in quality improvement activities.
- Undertake work practices as directed

ORGANISATION STRUCTURE

Refer to attached AWAHS Organisational Chart.

SELECTION CRITERIA

- Relevant qualifications and /or extensive experience from a trade or delivery of community programs background.
- Demonstrated experience in working with men, particularly men of all abilities, and the ability to provide tailored programs and services to meet their needs.
- Excellent communication and leadership skills with an ability to create a positive environment
- Advanced computer skills
- Clear understanding of risk management and WH&S issues relevant to a Men's shed program. E.g. demonstrated understanding, Furniture Making, Cabinet Making, Metal Work and Wood Work.
- Ability to implement policy, operational procedures, service plans and maintain effective workplace and reporting systems.
- A commitment to the delivery of excellent customer service.
- Skills in managing time, setting priorities, working within deadlines, planning and organising own work and that of members in order to achieve set goals and objectives.

Desirable

- Knowledge of the Aboriginal and Torres Strait Islander community and services across NE Victoria and Southern NSW

Mandatory role requirements.

- Comply with the NSW Department of Community Services mandatory child protection reporting regulations.
- Current White Card or higher qualification
- Current First Aid Certificate

Employment prerequisites

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Completed and appropriate for employment Health Declaration Form
- This is a designated Aboriginal/Torres Strait Islander Position. Proof of Aboriginality is a legitimate requirement. Exemption is claimed under Section 14 of the Anti-discrimination Act.
- Hold a current drivers licence.

DECLARATION

As the incumbent of this position, I have noted this Position Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the AWAHS policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Incumbent:

Name:

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Signature:

Date: