



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position Title :	Mental Health and AOD Coordinator
Reports to:	Programs Manager
Supervised by:	Program Coordinator
Employment:	As per employment contract
Award :	Contract
Salary:	As per employment contract

<i>Position Approval</i>	
Updated:	Approved: David Noonan
Last updated: 19/01/2023	Date: 19/01/2023

ORGANISATION

Albury Wodonga Aboriginal Health Service LTD. (AWAHS) 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

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

This position will improve Aboriginal and Torres strait islander mental health and suicide prevention outcomes by providing culturally appropriate aftercare service and support

RELATIONSHIPS

Supervision

The position reports directly to the Programs Manager and will be supervised by the Program Coordinator

Internal

The Mental Health and AOD Co-Ordinator will work collaboratively with all other team members of AWAHS.

External

The Mental Health and AOD Co-Ordinator will work proactively with other relevant mainstream service providers and will engage with other Aboriginal organisations, Government bodies and key stakeholders

DUTIES OF THE POSITION

The Mental Health and AOD Coordinator will:

- Lead, Support and provide subject matter expertise to the AWHS Mental Health and AOD team
- Support the AWHS Aboriginal and Torres Strait Islander Community to improve access to culturally safe and appropriate suicide prevention services
- Build and maintain strong relationships with key sector stakeholders, including service providers and key referral pathways for AOD, Mental Health and suicide prevention
- Establish and/or participate in a suicide prevention network, comprising key stakeholders, Community leaders, Aboriginal and Torres Strait Islander-led and whole-of-population suicide prevention services, other community organisations
- Facilitate quarterly network meetings to support network activities
- Map and identify the local context, including:
 - risk factors, including for high priority populations
 - AOD, mental health, suicide prevention and social and emotional wellbeing services available, including Aboriginal and Torres Strait Islander-led, and whole-of population services
 - barriers to accessing these services
 - existing local/regional suicide prevention strategies and/or policies
 - existing funding arrangements, and future funding opportunities for Aboriginal and Torres Strait Islander-led suicide prevention activity in their region
- coordinate the co-design and development of a Network Suicide Prevention Plan, in partnership with community
- support services within the network region to address barriers to access, where appropriate
- Advocate for funding from a wide range of sources to enhance suicide prevention services and build network capacity
- participate in relevant Communities of Practice, established to support ACCHOs in undertaking service activities, and facilitate sharing of best practice and expertise
- Undertake reporting on CCSPN activities in line with contract requirements
- Participate in evaluation and monitoring activities, as described in NACCHO's Monitoring and Evaluation Framework, including ensuring appropriate data collection.
- Have current police and Working with Vulnerable People checks

Community Development/ Health Promotion

- Participate in the development of community work projects and programs designed to enhance the community's ability to respond to the needs of Aboriginal people.
- Deliver health education to clients
- Distribute health promotion brochures, develop, organise and run health promotion programs.
- Provide community health education, awareness and prevention programs
- Work collaboratively with other service providers to develop and implement cultural understanding.
- Additional duties as directed by the Programs manager.

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.

- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.
- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and group 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.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to the Organisational Chart on the AWAHS website.

SELECTION CRITERIA

- Certificate IV in Mental Health or Aboriginal and/or Torres Strait Islander Primary Health Care or equivalent training and/or minimum two years experience within the field
- Leadership experience or transferrable skills with the desire to become a leader
- Ability in effective leadership, people management, and development skills and demonstrate your capacity to build productive internal and external relationships
- Experience supervising teams or providing expertise to teams who work with complex clients who have experienced trauma, grief, loss, mental health, Alcohol & other Drugs
- Excellent communication skills including ability to write reports and experience in liaising effectively with Funding Bodies, General Practitioners, Nurses, Specialists and Allied Health Professionals.
- Demonstrated understanding of relevant legislation and policy frameworks within the AOD, Mental Health and Suicide prevention/aftercare areas
- Ability to multi-task, prioritise workloads and meet deadlines
- Proficiency in computer software including electronic medical software and the Microsoft Office suite
- Current police check and WWVP check
- Willingness to undertake further study as required
- Commitment to personal and professional development including the sharing of knowledge, information and skills with work colleagues

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form

- Current Class C drivers license

DECLARATION

I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Ltd.

Name

Signature Date