



Position Description

Position title:	Health Coordinator
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification:	SCHADS Level 4
Reports to:	CEO
Status:	Full time backfill position until 30 June 2023
Date updated:	September 2022

Job Purpose

Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

The Health Coordinator will be responsible for planning, developing and evaluating culturally appropriate health promotion programs and activities that address priority health needs of the Aboriginal and/or Torres Strait Islander community located within the 7 Local Government Areas within the EMR. This role will also be responsible for liaising with relevant health providers and organisations to connect the local Indigenous community with appropriate health-related cultural events in consultation with the management team.

Key Responsibilities

Service Delivery

- Stakeholder engagement and management that supports the development of tailored, sustainable and scaled up health and wellbeing promotion and prevention projects
- Effective engagement with Aboriginal and Torres Strait Islander community within the EMR, partnering organisations and relevant stakeholders
- Support and facilitate the development and strengthening of strategic partnerships, collaboration and engagement required in planning, implementing and reporting health promotion strategies in line with the health needs of the MMIGP community
- In consultation with the MMIGP management team, MMIGP staff and relevant stakeholders, develop, plan and regularly review the MMIGP Health Promotion plan to ensure partnership opportunities and prevention projects & activities are relevant and accessible



- Assist the coordination of Commonwealth and State reporting as it relates to MMIGP Access and Support, Planned Activity/Social Support and other program areas in a timely manner
- Continuously look for opportunities to be up skilled and educated on matters related to the role and to improve functionality, efficiency and effectiveness
- Explore and promote innovative ways to promote preferred health outcomes
- Develop evidence-based health promotion and prevention projects, activities and strategies
- Focus on best practice in health promotion and collect data to support the design and scope of sustainable projects
- Seek the support of experts within the Aboriginal and Torres Strait Islander health and wellbeing area to support the development and execution of health promotion programs
- Network with relevant health providers including both Aboriginal and Mainstream to understand and communicate the service they provide and how they can assist MMIGP referrals in a culturally safe environment
- Other duties as directed

Reporting, Systems and Analytics

- Ensure program implementation is informed by an appropriate evaluation framework used to ensure continuous improvement of program delivery and outcomes
- Contribute to Health Coordination team reports on a monthly, quarterly and annual basis and as required
- Provide input into the development of evidence-based health promotion planning and delivery for the MMIGP community
- Ensure all financial transactions are undertaken in line with approved MMIGP policy and delegations

Culture, Engagement and Diversity

- Demonstrate behaviours aligned with MMIGP Values and Code of Conduct
- Create and implement a culture of trust, collaboration and ownership
- Actively participate in and promote all required training, inductions and health related opportunities relevant to the role
- Contribute to team meetings and attend external stakeholder meetings where relevant in a positive and constructive manner
- Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Act as MMIGP's OH&S officer and participate in appropriate training as required
- Take reasonable care to ensure no risk of harm to self and others in the workplace
- Comply with all OH&S laws, standards, policies and practices
- Facilitate and coordinate health and safety training opportunities where applicable
- Act as a role model by demonstrating safe work practices at all times



Risk, Quality and Compliance

- Ensure documentation supports both quality and department standards
- Actively participate in MMIGP's quality management system
- Provide relevant performance data and feedback to the MMIGP management team, staff and relevant committees
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Identify risks as they emerge and proactively address new and known risks

Key Selection Criteria

Experience, Qualifications & Skills

- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal people
- Understanding of the specific cultural and historical issues that impact on Aboriginal clients, particularly in response to intergenerational trauma and the Stolen Generations
- Experience working in health and community sectors
- Experience in program development, delivery and evaluation
- Demonstrated knowledge and the ability to engage with a variety of relevant Aboriginal Health targeted resources and support such as allied health services, counselling services, housing providers and the like
- Exceptional written and verbal communication skills with the ability to effectively communicate, influence and engage with a broad range of stakeholders
- Well-developed organisational skills including ability to prioritise, complete tasks, respond to requests on time, and pay attention to detail
- Outcome focused with well-developed problem solving and decision-making skills
- Proficiency in Information Technology with skills in Word, Excel, PowerPoint (or similar presentation packages), emails and electronic file management.

Required

- Qualification in Health Promotion/Community Development/Public Health or similar
- Current Victorian Driver's License
- A current first aid certificate or willingness to obtain once employed
- A current or willingness to obtain a Working with Children Check and Police Check
- Available to work flexible hours including weekends, school holidays and afterhours where required



Personal Attributes

- Culturally aware and inclusive
- Client and Community focused
- Collaborative and supportive
- Able to form positive relationships with others
- Ethical and honest
- Self-disciplined
- Excellent interpersonal skills
- Excellent communication and influencing skills

Additional Information	
Security Check	A Police check is required to be undertaken prior to finalisation of appointment. All MMIGP employees are required to obtain and maintain a Working with Children Check.
Probationary Period	A six (6) month probationary period applies to this position
Additional Information / factors:	<ul style="list-style-type: none"> ▪ MMIGP is an Equal Opportunity Employer. ▪ Selection will be based on assessing demonstrated performance of the skills, knowledge behaviours and other qualifications relevant to the position. ▪ MMIGP reserves the right not to appoint.
Selection process	<ul style="list-style-type: none"> ▪ Interviews will be held to properly assess the applicant's suitability for the position according to MMIGP policy. ▪ A minimum of 2 referee checks are made for all MMIGP positions ▪ Applicants will be interviewed by a panel of interviewers. The interviewers will be selected from a broad range of areas including but not limited to members of the Board of Directors, respected members of the local Aboriginal community, Supervisory Staff Members, External Agency Representatives or consumers.
Equal Opportunity & OH&S	A commitment to Equal Opportunity and Occupational Health and Safety Principles and Practice is required.
Pre-existing illness or injury	You may need to disclose any pre-existing illness or injury you know about which could be reasonably foreseen to be affected by the described work duties



Aboriginal and Torres Strait Islander people are strongly encouraged to apply.