

POSITION PROFILE

515-1 PROJECT OFFICER - LiTTLe Program

Position Details

Position Title:	Project Officer - LiTTLe Program
Employment Status:	Permanent (<i>dependant on ongoing funding</i>)
Classification:	Professional 1
Salary Range:	\$49,244 - \$63,505
Reports to:	LiTTLe Program Consultant / Co-ordinator
Positions supervised:	Nil
Location:	Sunrise Health Service Region

Position Summary

Sunrise Health Service Aboriginal Corporation is an independent, community controlled health service, with overall direction and management set by a board comprised of representatives from the remote Aboriginal communities of the region.

Each major community within the region has its own Community Health Committee (CHC) which will increasingly play a role in setting direction at the local community level. CHC's provide support and advice to the local health centre so that local cultural values and practices are included in service planning and delivery. Sunrise takes a broad view of primary health care, has a philosophy of community participation, and a strong focus on care coordination.

Sunrise Health Service's LiTTLe Program (Learning to Talk, Talking to Learn) seeks to improve the spoken language of all infants and young children in the Sunrise group of communities through community based activities. The Program was developed to improve spoken language to reduce the disabling effects of ear disease (Otitis Media) which is prevalent in our communities.

The Project Officer will participate in regular travel to communities to work together with the Program's Consultant/Co-ordinator and community leaders and individuals to:

- Share information, clarify values and explore options for the best way to exchange knowledge, skills and behaviours for children in the 0-3 age group and their families
- Develop/maintain programs which address the early learning needs in each community
- Provide training to and mentoring of Community Based Workers

The LiTTLe Program operates in three sites/communities within the Katherine East Region - Wugularr, Barunga & Bulman/Weemol.

Duty Statement:

In close partnership with the community health committees, and working with individuals and multidisciplinary teams within Sunrise's health services:1. Maintain and develop own professional expertise**With specific reference to the position:**

- Undertake steps and make arrangements necessary to maintain own expertise
- Remain abreast of project-related models and methodologies being trialed or utilised in other community controlled Aboriginal Primary Health services

2. Facilitate Community Ownership of the Project

- With the assistance of remote Community Based Workers employed in the program, work with groups and individuals in each community to ensure development and ongoing presentation of the program
- Together with other members of the Sunrise team, provide information and education to parents and caregivers about health and education matters
- Assist community leaders in formulating and reviewing strategies for improving children's inclusion in both traditional and non-traditional learning and health
- Provide feedback of findings to Community Health Committees to assist further planning of community based children's early learning and development programs

3. Provide early childhood-related 'Education for Health'**Emphasising the close involvement of Community Based Workers:**

- Help families understand the impact and importance of children's learning
- Develop the personal skills and capacity of families to assist children's learning
- Work with community members to understand and encourage early language development across the whole community
- Work with community members to organize events which encourage participation in the LiTTLe program
- Participate in children's health promotion and education activities eg at sporting events, Barunga Festival, etc.
- Collect and develop a pool of early education resources which are designed especially for children of the region and encourage those who work with children to use them

4. Coordinate stakeholders and services**Take an inter-sectoral approach to creating an environment that supports and sustains change**

- Work with other Sunrise Health Service staff members, especially the Child Health Program Coordinator, Nutrition Program Co-ordinator, Aural Health Co-ordinator and Physical Activity Co-ordinator to develop a team approach in the further development and extension of the program
- Participate in and work cooperatively with other stakeholders, particularly the Ian Thorpe Fountain for Youth Project and the Families as First Teachers project
- Participate in team meetings and planning sessions

- Assist other members of the team to gain a better understanding of the barriers which Aboriginal families face in attempting to improve their children's early learning
- Maintain effective lines of communication with other areas of the Health Services team, the communities, crèches, women's centres and schools to achieve the goals of the program
- Act as a contact person for staff and community people wishing to access resources relating to children's early learning
- Liaise with other organizations involved in early learning programs with the view of sharing resources and ideas

5. Analyse and report on project outcomes

- continually evaluate and report on the progress of the program
- maintain records relating to the program as required by the Consultant/Coordinator and funding bodies
- provide a monthly report to the Consultant/Coordinator

6. Program Management

- Prepare written reports to the Consultant/Coordinator outlining barriers to compliance and work with relevant staff to develop strategies to overcome them. Provide regular feedback and encouragement to remote area staff regarding these reports.
- Participate in planning
- Provide written reports following Community visits

7. Other duties as directed

Organisation-wide responsibilities:

- ensure your own professional competencies and knowledge are current and in line with accepted standards
- use skills and experience to support and train other staff members and community based workers as the need arises
- develop and utilize good working relationships and networks with other organizations at both the community and professional level
- participate in performance management as required
- participate in staff development and training as required by Sunrise Health Service
- bring to the attention of the Consultant/Coordinator any matters which affect the ability of your position to meet requests and objectives in a timely manner
- maintain strict confidentiality in relation to medical records, educational records and other relevant information
- follow organizational systems and procedures

Key Performance Indicators

Criteria for Performance Assessment

1. Work plans and outcomes are consistent with the organisation's goals and objectives
Indicator: Progress towards meeting Business Plan objectives reflected in monthly reports
2. Required reports are produced
Indicator: Reports required by Ian Thorpe Fountain for Youth and Families as First Teachers are completed on time
3. Community Based Workers are supported in skills development in program related competencies
Indicator: Community Based Workers actively participate in the planning and delivery of project activities
Indicator: Training and mentoring is provided to Community Based Workers
4. Active participation in Health Services Quality Improvement activities
Indicator: Participation in Quality Improvement activities within Health Services
5. Participation in performance management program and completion of professional development activities in line with training plan.
Indicator: Completion of professional development activities within agreed timeframes
6. Behaviours and methodologies utilised are culturally safe, acceptable and inclusive
Indicator: Feedback and evidence of appropriate planning and protocol observance for activities undertaken at community level

Delegations

Financial: Up to \$250.00

Personnel: Nil

Selection Criteria

Essential

- Qualification in the Delivery of Early Childhood Development education or community development; or extensive skills, knowledge and experience in a similar capacity
- Ability to undertake research and analyse information
- Specific knowledge and understanding of Aboriginal culture and issues to communicate effectively with Aboriginal people and deliver services in a sensitive and culturally appropriate manner
- Willingness to train & mentor Community Based Workers through community capacity building approaches
- Ability to work both individually and as part of a multi-disciplinary team
- Understanding of, and adherence to, the principles of Aboriginal community control of health services
- Knowledge of Primary Health Care Principles and their application in a remote Aboriginal community setting
- Excellent interpersonal and oral/written communication skills.
- Skills in the use of computer programs particularly Microsoft Office suite
- Willingness to drive to, and stay overnight in, remote communities
- Manual drivers licence
- Production of a Northern Territory Working With Children Clearance Notice (Ochre Card) (or willingness to obtain)

Desirable:

- Skills and experience in program planning
- Ability to support and participate in change processes
- 4WD experience or a preparedness to attend a training course in 4WD skills
- Current *Apply First Aid* certificate (or willingness to obtain)

Endorsement and Approval

Position description endorsed by Medical Director

Signature: APPROVED

Date: 13 January 2011

Position description approved by Chief Executive Officer

Signature: APPROVED

Date: 13 January 2011