



<b>Queensland Aboriginal and Islander Health Council (QAIHC)</b>					
<b>Regional Coordinator, Social and Emotional Well Being</b>					
<b>Classification</b>	Staff	<b>Employment</b>	Full Time	<b>Salary</b>	\$78,030 + superannuation
<b>Benefits</b>	Attractive health promotion charity salary packaging	<b>Reporting to</b>	Manager, Social and Emotional Well Being	<b>Manages Staff</b>	No
<b>Location</b>	Brisbane	<b>Contact</b>	applications@qaihc.com.au	<b>Close</b>	Midnight Sunday 15 <sup>th</sup> September 2019

### **The Opportunity**

The Queensland Aboriginal and Islander Health Council (QAIHC) is offering an opportunity to join a leadership organisation; in a position where you will work in an inspiring and positive environment to provide sector support, resources and training that will contribute to better Aboriginal and Torres Strait Islander health outcomes.

### **Organisation Overview**

QAIHC is a non-partisan peak organisation representing all Aboriginal and Torres Strait Islander Community Controlled Health Organisations (ATSICCHOs) across Queensland at both state and national level. Our members deliver comprehensive and culturally appropriate, world class primary health care services to their communities.

QAIHC was established in 1990. Our vision is the elimination of disparities in health and well being experienced by Aboriginal and Torres Strait Islander peoples in Queensland. QAIHC contributes to this vision by leading the development of the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland through evidence based, practical public policy solutions.

QAIHC has four key business divisions:

- Sector Development;
- Policy and Research;
- Corporate Services; and
- Commercial.

## **Policy and Research Division Overview**

The Policy and Research business division of QAIHC is responsible for developing high quality public policy, submissions and publications that influence change. Our four policy focus areas (primary health care, health service systems, health funding and health workforce) cover the risks and opportunities that impact on the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland.

This division of QAIHC is also responsible for ensuring that health service leaders in Queensland have an opportunity to contribute directly to the development of public policy and for establishing quality, long term relationships with external partners who want to contribute to the work QAIHC undertakes.

## **Sector Development Division Overview**

The Sector Development business division of QAIHC works closely with the sector to lead and build the organisational capacity and capability of our members. Our four sector development focus areas cover the risks and opportunities that impact on the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland. We develop the sector through leadership development, education, workforce planning, a Continuous Quality Improvement framework (quality standards and quality management) and through the promotion of a socially equitable funding model and system.

## **Corporate Services Overview**

The Corporate Services business division of QAIHC provides high level entity-wide administrative and operational support to all of QAIHC. This support includes financial, facility and information and communication technology (ICT) systems and process management. The Corporate Services business division is responsible for human resource support services, procurement and the marketing and communication functions of QAIHC.

## **Commercial Services Overview**

The Commercial Services business division of QAIHC consists of the Business Quality Centre (BQC). This entity is the commercial business area of QAIHC. It provides fee-for-service professional financial, human resources and information and communication technology services to a wide range of external customers.

## **Position Overview**

The Social and Emotional Wellbeing (SEWB) Workforce Support Development Unit (WSDU) aims to create and sustain a culturally appropriate and effective state-wide workforce.

Consistent with the objectives of the Indigenous Advancement Strategy – Safety and Well Being Program, the primary focus of the Social and Emotional Well Being Workforce Support Development Unit program is to:

- Coordinate and monitor training and on-going professional development for Prime Minister and Cabinet (PM&C) funded Social and Emotional Well Being (SEWB) / Alcohol and Other Drug (AOD) workforce;
- Support this workforce to gain minimum qualifications for their positions and access professional supervision and cultural mentoring;
- Promote best practice service delivery and support the workforce with program implementation.

## **Key Responsibilities**

Reporting to the Manager, Social and Emotional Wellbeing, the Regional Coordinator will be required to:

- Monitor and coordinate the professional development, external professional supervision and cultural mentoring of the SEWB workforce where required;
- Work collaboratively with designated Registered Training Organisations (RTOs) to deliver nationally recognised training to meet the mandatory minimum qualifications for PM&C funded workers (as set out in program handbooks);
- Encourage employer organisations to support training and professional development for workers and undertake continuing professional development and/or in-service training and other competency enhancements;
- Complete the Training Needs Analysis (TNA) process for all members of the SEWB Workforce and review them annually;
- Maintain cooperative working relationships and effective communications with the Line Managers of Community Controlled Health Services, Substance Use Services, Indigenous Mental Health Services, Link-Up Queensland, and other organisations employing PM&C funded workers;
- Hold regional SEWB / AOD Forums and a State Gathering to provide peer support, networking and sharing of best practice models with the workforce;
- Promote best practice models of service delivery in programs and compliance with operational standards as set out in relevant program manuals;
- Undertake relevant administration and reporting processes; and
- Regularly travel throughout Queensland - travel allowance as per policy is provided.

## What we are looking for

We will assess your merit for this role by looking at your previous experiences – the leadership, knowledge and skills that you have built in your professional life and your personal qualities. We will consider how well you can:

- Act proactively;
- Focus on customers;
- Manage internal and external stakeholder relationships
- Apply specialist skills and knowledge.

## Pre-requisite Skills & Experience

- **This position has been identified - it is an occupational requirement that this position be filled by an Aboriginal or Torres Strait Islander person as permitted and arguable under Section 25 of the Queensland Anti-Discrimination Act 1991;**
- Demonstrated experience in working with Aboriginal and Torres Strait Islander people in program delivery and / or training and development in the Social and Emotional Well Being, Mental Health or Alcohol or Other Drug environments;
- Demonstrated ability to work in a team, develop networks and build strong links to community;
- Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business;
- Understanding of the Aboriginal and Torres Strait Islander Community Controlled health organisations and the issues facing them;
- Certificate IV, Diploma, or higher-level qualification in Social and Emotional Well Being, Alcohol or Other Drug, Mental Health or Social Work disciplines;
- Certificate IV in Training and Assessment desirable but not essential;
- Current, unrestricted C class driver licence.

## Additional information

- A probationary period of six (6) months will apply to appointees.
- Referee checking will be undertaken and other pre-employment checks may occur prior to any offer of employment.
- Criminal history checks will be undertaken on the preferred applicant(s). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them.
- Applications will remain current for a period of 12 months after the closing date for receipt of applications for the original vacancy.

## Interested in applying?

Roles at QAIHC are based on merit. To enable us to assess your merit, you should apply via email at [applications@gaihc.com.au](mailto:applications@gaihc.com.au)

- include your current resume, including the name and contact details of two (2) referees with a thorough knowledge of your conduct and performance over the last two (2) years
- provide a short statement (of no more than five (5) pages) demonstrating how you fit '**What we are looking for**' (including how you meet the Key Responsibilities, Pre-requisite Skills & Experience) in this role and outlining what your motivation is to join us.

Applications are required by midnight on Sunday 15<sup>th</sup> September 2019.