Queensland Aboriginal and Islander Health Council (QAIHC)

Hearing Health Coordinator

<table>
<thead>
<tr>
<th>Classification</th>
<th>Staff</th>
<th>Employment</th>
<th>Temporary / Full Time Contract to 30 June 2022</th>
<th>Reporting to</th>
<th>Manager, Health Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$85,833 + superannuation</td>
<td>Benefits</td>
<td>Attractive health promotion charity salary packaging</td>
<td>Staff</td>
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</tr>
<tr>
<td>Location</td>
<td>Cairns</td>
<td>Contact</td>
<td><a href="mailto:applications@qaihc.com.au">applications@qaihc.com.au</a></td>
<td>Closing Date</td>
<td>Midnight, Sunday 19th July 2020</td>
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</tbody>
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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 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 Hearing Health Coordinator is a member of the Sector Development Division within QAIHC will be based in Cairns, but will work in conjunction with a second coordinator based in Brisbane. The position will be responsible for enhancements to monitoring and treatment of ear and hearing health in Queensland ATSICCHS, with a particular focus on supporting access to quality, culturally safe ear and hearing health services for Aboriginal and Torres Strait Islander children and youth.

Key Responsibilities
This role will represent QAIHC and its member’s interest and will work collaboratively with Hearing Australia on the following:

- Work closely with ATSICCHS to provide pertinent and practical ear and hearing health support, advocacy and advice;
- Identify and map relevant ear and hearing health prevention, screening, treatment, health worker/practitioner activity and programs within ATSICCHS;
- Review and provide advice/recommendations to address identified areas of need in relation to ear health prevention, screening, treatment, health worker/practitioner activity and programs within ATSICCHS;
- Identify and report formal or informal referral pathways or relationships between ATSICCHS and other ear and hearing health primary health care providers and tertiary care;
- Identify and report on the presence, quality and use of existing ear and hearing equipment within ATSICCHS;
- Identify existing ear and hearing health education and training programs and training needs within ATSICCHS;
- Identify and analyse ear and hearing health promotion activities/events and identify how these may provide opportunity for collaboration with services outside of ATSICCHS;
- Identify and communicate new ear and hearing health initiatives to ATSICCHS;
- Consult with ATSICCHS on ear and hearing health needs and support these through advocacy and/or business case development for further programs and services;
- Identify effective networks of relevant organisations and community groups that would facilitate a coordinated approach to the primary objective of the role; and
- Identify any potentially useful steering group/s for collaboration & coordination of ear and hearing health activities.
What we are looking for
We will assess your merit for this role by looking at your competencies, skills, and experience. In particular, we
will be assessing you on the following:

Competencies
• Project management, research and evaluation
• Stakeholder Engagement, Communication and collaboration

(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.
• Highly skilled with knowledge and experience in Hearing Health;
• Ability to build relationships and engage with a broad range of stakeholders;
• High level communication, collaboration and interpersonal skills;
• Understanding of the Aboriginal and Torres Strait Islander Community Controlled Health Organisations and the issues facing them;
• Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business;
• Demonstrated ability to work in a team and develop networks;
• Exceptional relationship skills and an ability to engage with a broad range of stakeholders; and
• Exceptional written communication skills.

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
• 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@qaihc.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. One referee must be your current or most recent supervisor.

- Provide a short statement (of no more than two (2) pages) addressing how you fit ‘What we are looking for’. This must address the following:
  - Competencies;
  - (Pre-requisite) skills and experience;
  - A statement outlining your motivation to join us.

Closing date - Applications close on midnight, Sunday 19th July 2020