



<b>Job Description Form</b>	<b>Traineeship Program Coordinator (50D)</b>
Work Group:	Corporate Services
Work Unit:	People and Culture
Reports To:	Executive Manager – Corporate Services
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Classification:	Administrative Grade 3
Approved by CEO:	26 March 2021 (Des Martin)

### **VISION STATEMENT**

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

### **MISSION STATEMENT**

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' model of care, empowering Aboriginal people to achieve health equality in their communities.

### **ORGANISATIONAL VALUES**

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

### **POSITION PURPOSE**

The Traineeship Program Coordinator reports to and is directly accountable to the Executive Manager Corporate Services, and is responsible for coordinating the Indigenous Health Workforce Traineeship (IHWT) Program across the Aboriginal Community Controlled Health Services (ACCHS) in Western Australia.

The IHWT Program is designed to:

- Increase the number of skilled Aboriginal people working in the Aboriginal primary health care sector;
- Create viable career pathways in the primary health care sector for Aboriginal people, and;
- Build the capacity of ACCHS to provide culturally appropriate health care to Aboriginal people.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

#### EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services in WA.
- Liaises with a variety of Registered Training Organisations regarding training programs.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

#### INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

### RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
IHWT TRAINEESHIP PROGRAM COORDINATION	<ul style="list-style-type: none"> <li>– Actively engage with Member Aboriginal Community Controlled Health Services in WA to discuss potential traineeship opportunities for existing staff or local community members.</li> <li>– Identify, assess and recruit suitable trainees with the right background and attributes to take on a traineeship in the IHWT Program.</li> <li>– Source relevant training providers and match trainees with relevant culturally appropriate training programs.</li> <li>– Act as a link between registered training providers and trainees to coordinate training.</li> </ul>



	<ul style="list-style-type: none"> <li>- Mentor and support each trainee throughout their traineeship.</li> <li>- Monitor trainee progression, through regular contact and visits.</li> <li>- Identify and assess any barriers connected with traineeship progression and work collaboratively to resolve any issues.</li> <li>- Network and build relationships with host employers and trainees.</li> <li>- Support participating Member ACCHS with resources and templates to engage, monitor and manage individual trainees.</li> <li>- Coordinate the processing of grant payments for trainee wages, training fees and associated costs as required.</li> <li>- Maintain a register of trainees.</li> <li>- Write progress reports related to the program.</li> <li>- Undertake general clerical and administrative functions related to the program.</li> </ul>
<p><b>QUALITY MANAGEMENT SYSTEM (QMS)</b></p>	<ul style="list-style-type: none"> <li>- Actively participate in the organisation's QMS (LOGIQC).</li> <li>- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.</li> </ul>
<p><b>OTHER</b></p>	<ul style="list-style-type: none"> <li>- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.</li> <li>- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.</li> <li>- Attend and participate in professional development activities including workshops and training as required.</li> <li>- Attend and participate in Employee Development Days.</li> <li>- Participate and comply with all Work Health &amp; Safety responsibilities as per the <i>Occupational Safety and Health Act 1984 (WA)</i>.</li> <li>- Identify and assist to reduce Work Health &amp; Safety hazards and risks.</li> <li>- Follow the reasonable direction of Work Health &amp; Safety representatives.</li> </ul>



## POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
TRAINEESHIP COORDINATION	<ul style="list-style-type: none"><li>• Identification and recruitment of suitable trainees.</li><li>• Effective mentorship and support to trainees.</li><li>• Number of traineeships completed.</li></ul>
PROGRAM REPORTING	<ul style="list-style-type: none"><li>• Timely completion of all contractual obligations including funding reports, evaluations and compliance requirements to a high standard.</li></ul>
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"><li>• Ensure all tasks assigned to this position are completed within a six (6) week period.</li></ul>

## COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

### JOB SPECIFIC COMPETENCIES

### QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

#### ESSENTIAL:

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984 (WA)*.
- Experience in administration, recruitment, training and development or a related field.
- Well-developed administrative skills, including strong attention to detail, accuracy and time management skills.
- Strong interpersonal skills, with the ability to communicate with applicants, external organisations, management and employees at all levels of the organisation.
- Highly organised with the ability to effectively plan and coordinate own workload.
- Strong written communication skills with the ability to draft correspondence, edit documents and write reports.

- Proficiency in the use of business technology and desktop applications; including the use of Microsoft office packages and internet database packages.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

**DESIRABLE:**

- Experience working in Aboriginal Health.
- Understanding of the challenges and issues including social determinants affecting Aboriginal people's health in contemporary Australian society.

**PRACTICAL REQUIREMENTS:**

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty maybe be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

<b>ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE</b>
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**I certify that I have read and understand the responsibilities assigned to this position.**

Employee Name	
Signature	
Date	