



## Position Description

---

<b>Position Title:</b>	<b>COVID Health Coordinator</b>
Location:	Darwin with travel to communities where people live
Tenure:	6 Month Fixed Term Contract will consider Part Time for 8 months
Classification:	SCHCADS Modern Award Levels 6.1

*Role may include work on evenings and weekends*

---

### Background

The Children's Ground Approach is Australian designed with First Nations people. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national systems reform by evidencing a new way of working.

The Children's Ground Approach is a whole of community, whole of life approach. We partner with communities over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, health, development, and wellbeing. The Approach responds to children and their families through the key transition points from pre-birth to young adulthood. Our Approach recognises the cultural, social, and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

This role will work within a multi-disciplinary team that delivers the Children's Ground Family Health and Wellbeing Framework, *Health in the Hands of the People (HIHP)*, to improve the health and wellbeing outcomes for the community. This will include the recognition and support of local cultural knowledge systems and practices and the agency of consumers.

---

### Position Summary

First Nations communities are at significant risk of contracting and transmitting COVID-19 and of experiencing severe symptoms and health impact due to a range of factors including existing or underlying chronic health conditions and overcrowding. However, there are multiple influences contributing to low engagement in COVID-19 vaccine programs.

This role will provide and coordinate a focussed response to COVID-19 with Children's Ground communities and more broadly where possible to engage with First Nations community leaders, families, and other local services to provide COVID-19 related health promotion regarding factors that can reduce and prevent contracting and transmitting COVID-19.

---

### Key Relationships

Reports to:	Regional Director – Top End Region
Key Internal liaison:	Head of Health and Wellbeing; Director, Research and Evaluation; Manager Community Development; Children’s Ground staff
Key External liaison:	Community members, Akeyulerre, stakeholders, consultants, service organisations in Darwin

---

## Key Responsibilities

### Coordinate a focussed response to COVID 19 to:

- Deliver COVID health promotion in communities where people live – reaching as close to 100% of families as possible within Children’s Ground led communities
- Alongside First Nations health educators, provide: information in first language; information that is accessible; regular updates; etc.
- Pro-actively supporting people to access immunisations
- Liaise with Aboriginal and Northern Territory Health services to coordinate vaccines and the community response in the event of an outbreak – e.g., regional responses to contact tracing, essential supplies etc.
- With the team develop materials and resources through a community-led communication plan
- Work with communities, families, and individuals on their action plans in the case of an outbreak
- Focus on key prevention measures and advocate on key priorities to reduce barriers that exist e.g., overcrowding, health access, Elder’s support.
- Work with families and communities to manage a response in the event of an outbreak

### Information and data systems, monitoring and reporting

- Provide advice and recommendations to Children’s Ground regarding needs of families in the community and broader community engagement in COVID health promotion and vaccines
- Maintain daily data collection
- Work with the Evaluation team to plan and undertake and support evaluation and surveys
- Maintain confidential, organised, and up-to-date files relating to people
- Prepare reports as requested

### Operational systems and standards

- Understand and abide by policies and procedures, and contribute to creation of new or updating of policies where needed
- Uphold the values of Children’s Ground
- Ensure Children’s Ground’s duty of care to children and families is being met
- Support and enable a safe and supportive work environment
- Ensure the confidentiality of people’s personal information is maintained

### Relationships

- Develop and maintain relationships with key partners, including local organisations
- Maintain strong joint working relationships across Children’s Ground operations
- Represent Children’s Ground in meetings as requested

### Contribute to Children’s Ground

- Be a positive, innovative member of the Children’s Ground - Central Australia team
- Contribute to strategic planning and policy formation around COVID-19
- Support a strong, connected, respectful and supportive organisation

- Participate in professional development programs offered by Children’s Ground
  - Undertake other tasks as requested to support the delivery of Children’s Ground COVID-19 education and vaccination program.
- 

### **Key Selection Criteria**

#### **Essential**

1. Demonstrated knowledge, training and experience working with First Nations communities
2. Experience and qualifications in nursing, health promotion, public health, or allied health
3. Strong people skills with experience managing others – teamwork, facilitation
4. Good communication skills
5. Ability to work in a flexible team environment
6. Current full driver’s licence
7. OCHRE card (NT Working with Children check) or willingness to obtain
8. National Police Check or willingness to obtain

#### **Desirable**

1. Demonstrated knowledge, training and experience in health promotion and governance
2. Language skills, preferably in Arrernte (western, central and/or eastern) or any other central desert language.