

Position Title

Position title:	Coordinator Health Promotion – Central Australia (Identified First Nations)
Location:	Alice Springs as well as travel throughout other parts of the Northern Territory are to be expected as part of the position – this may include work on evenings and weekends, including cultural and learning and wellbeing camps (usually 1 – 5 nights)
Tenure:	1.0 FTE, 12 months contract
Classification:	SCHCADS Modern Award Level 6-7 depending on qualifications and experience

Background

Children's Ground is a First Nations organisation. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach, designed by First Nations people. We partner with a community 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, development and wellbeing that responds to the child and their family 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.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

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

Position Summary

The Coordinator Health Promotion will work within a small multi-disciplinary team to deliver the Children's Ground Family Health and Wellbeing Framework '*Utnenge, Tyerrtye, Mwerre Atnyenetyeke Iltye Tyerrtye Urrperle-kenhenge*' – *Health in the Hands of the People* to improve health and wellbeing outcomes for the community. The role will provide support to the Head of Health with some team leadership responsibilities while also contributing substantially to daily health promotion program delivery on country and in community. This position will assist to uplift the recognition and support of local traditional cultural knowledge systems and practices, and the agency of community members.

The Coordinator Health Promotion will also be responsible for supporting the team to work alongside families in the development and implementation of individual and family health plans, creating and delivering responses to population health needs with the local community. The Coordinator Health Promotion will work collaboratively with internal and external partners, to drive a collaborative approach that incorporates a broad range of health promotion activities and responses. Children's Ground is a First Nations led organisation and this is an identified role, part of the responsibilities will be attending and contributing to First Nations governance.

Key Relationships

Reports to:	Head of Health and Wellbeing – Central Australia
Key Internal liaison:	Regional Director & Deputy Director, CG-CA, Head of Learning and Wellbeing; Head of Research and Evaluation CG-CA; Head of Community Development; Children's Ground staff, CEO of Children's Ground.
Key External liaison:	NT health department, local medical services (Congress CAAC, Flynn Drive Health), health promotion and wellbeing services and programs

Key Responsibilities

1. Children's Ground Family Health Model

Under the direction of the Head of Health support the delivery of the Children's Ground *Family Health and Wellbeing Framework, Health in the Hands of the People*, to improve the health and wellbeing outcomes for individuals and families in Central Australia. This includes, but is not limited to the following:

- a) With the community, develop, assess and monitor population health/health promotion priorities and manage and implement responses to create improved health and wellbeing outcomes for First Nations people across the region
- b) Provide team coordination to the health and wellbeing team to deliver key elements of the FHW Framework:
 - Development and execution of community level as well as individualised and family-based health and wellbeing plans
 - Integration of health and wellbeing into CG early childhood curriculum, daily learning and development initiatives for children aged 0-12 years.
 - Development, implementation, and coordination, setting KPI's, data integrity and accountability, review and practice standards of the team and delivery
- c) With the team contribute to the development and implementation of health promotion initiatives as identified and prioritised by community
- e) Ensure health and wellbeing initiatives are available in First language/s and support local cultural knowledge, life and lore.
- f) Support and develop where relevant Health Promotion initiatives in the region, working with local community, local health providers and cultural health services
- g) Provide support to local First Nations people to navigate the public/private health system so that it is more effective, efficient, and culturally safe for local First Nations people to access health services and advocate for appropriate and integrated health service delivery within the CA region.

2. Local Community Agency and Respect for Local Cultural Knowledge and Life

- a) Meet regularly with local community members and elders to discuss local aspirations, to inform directions and responsibilities
- b) Liaise with local people in relation to activities to ensure that our operations do not undermine and actively promote local cultural knowledge and practice

- c) Encourage and support all families by valuing their ideas, strategies, and aspirations
- d) Work in partnership with First Nations cultural leaders and other key organisations to deliver First Cultural health and wellbeing

3. Program Design, Standards and Implementation

- a) Participate in on country and in community early learning program delivery sessions by designing and leading health promotion activities targeted at children and adults
- b) Provide support and supervision to staff within the health team, developing work plans and providing guidance and direction
- c) Support team meetings and team planning
- d) Work with the integrated platform teams – learning, community development, cultural & creative development, and economic development - to ensure all children have a comprehensive wellbeing plan that includes all their needs for emotional wellbeing and development support
- e) Coordinate and assist staff with the development of community, individualised and family-based health plans
- f) Work with key health and wellbeing stakeholders (e.g., Congress, Flynn Drive, ASH etc.) to deliver access, equity and health promotion for communities.

4. Operational systems and standards

- a) Ensure documentation, policies, procedures, systems, and standards are in place with clear compliance to meet the regulatory and other needs of Children’s Ground
- b) Ensure security of information for consumers
- c) Ensure review and monitoring of standards on a regular basis
- d) Ensure all activities are delivered with quality and integrity.
- e) Operate within the requirements of Children’s Ground philosophies, policies, and procedures as well as regulatory requirements

5. Information and data systems, monitoring and reporting

- a) Ensure user data and information is being recorded and professional notes are being recorded to meet quality standards and practice for both delivery and monitoring and evaluation
- b) Contribute to relevant research in consultation with the Research & Evaluation team and the Director of Research and Evaluation
- c) Support the development and management of resources from within and outside of community
- d) Maintain confidential, organised and up-to-date files relating to people
- e) Prepare quarterly reports on health and wellbeing team delivery, standards, and data

6. Quality & Risk Management

- a) Ensure all activities are delivered with quality and integrity and align with legislation standards and compliance
- b) Ensure risk management policies and systems for the functions are up to date
- c) Operate within the requirements of Children’s Ground philosophies, policies, and procedures as well as regulatory requirements

7. Relationships

- a) Develop and maintain relationships with key partners including local organisations
- b) Maintain strong joint working relationship across Children’s Ground operations
- c) Be flexible to support the broader CG team and operations to meet strategic and operational goals

8. Contribute to Children's Ground

- a) Be a positive, innovative, and active member of the Children's Ground team
 - b) Contribute to strategic planning, organisational development, management work plans & policy formation.
 - c) Support a strong, connected, respectful and supportive organisation.
 - d) Participate in professional development programs offered by Children's Ground
 - e) Participate in local language classes and practice its use in interactions with Arrernte people, with a view to developing at least basic level of language competence
 - f) Undertake other tasks as requested to support the delivery of Children's Ground
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Work Health and Safety

This role will require working regularly in outdoor conditions, sitting, standing, carrying objects up to 15 kgs and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work, with exposure to the elements – heat, wind, dust, weather conditions.

Key Selection Criteria

Essential

- This is an Indigenous identified role and an occupational requirement of the position
- Relevant Degree/qualification or substantial equivalent work experience in a health promotion related field
- Team leader or management experience
- Moderate to high level competency and skills with administrative tasks and equipment – e.g., Use of computer, emails, and adaptability to working with new systems of data collation and reporting
- Understanding and/or experience working with First Nations communities and the strengths and key issues facing First Nation people
- Excellent communication and interpersonal skills, both verbally and written
- Ability to work in a flexible team environment
- Current Drivers Licence
- OCHRE card and National Police Clearance or willingness to obtain

Desirable

- Clinical health qualification
- Experience working in a start-up environment
- Demonstrated knowledge, skills, and experience in an NGO or community development organisation

Personal Attributes

- Self-starter who thrives in an environment that is ambiguous, dynamic, variable and complex
- Embraces and thrives in a culturally diverse workplace
- Passionate about social justice
- Highly collaborative
- Identifies and seeks out resolutions to problems utilising innovation and adaptability with confidence and calmness
- Focus on achieving excellence.