



POSITION DESCRIPTION AND STAFF DEVELOPMENT SYSTEM
DELKAIA ABORIGINAL BEST START PROJECT FACILITATOR

NAME:

CLASSIFICATION: Indigenous Community Development Worker Class 2A (Commencing Yr3)

AWARD: Health Professional Services Award

COMMENCEMENT DATE:

RESPONSIBLE TO: Director of Clinical Services, Wimmera Health Care Group (WHCG) through the Primary Care Manager.

RESPONSIBLE FOR: The coordination, facilitation, and implementation of the Delkaia Aboriginal **Best Start** project within Horsham and District. This will be achieved by following the guidelines and working towards the aims and objectives contained within the Delkaia Aboriginal **Best Start** Partnership Agreement.

PERFORMANCE MONITORING:

An initial review of performance will be undertaken within three months and then formally reviewed every twelve months based upon this position description.

LAST APPRAISAL DATE:

NEXT APPRAISAL DATE:

REVIEW OF POSITION DESCRIPTIONS: This position description will be reviewed annually, when the position becomes vacant, or as deemed necessary.

Revised: December 2009

QUALIFICATIONS:

Essential:

- Demonstrated experience in Community Health and Community team building.
- Demonstrated understanding of Aboriginal cultural beliefs and issues.
- Experience working with children and families.
- Demonstrated ability in project management.
- Computer and Word processing skills.
- Current Victorian Driver's Licence

Desirable:

- Qualifications within a recognized Health, Welfare, Community Development or Education discipline.

POSITION TITLE: **Best Start Project Facilitator**

1. KEY RESPONSIBILITIES

- Actively support and coordinate the Delkaia Aboriginal **Best Start** Partnership and Project activities.
- Facilitate the engagement and continued involvement of Indigenous parents with children in Delkaia Aboriginal **Best Start** in Horsham and District.
- Identify service development needs within the local Indigenous community and facilitate a community response to identified needs in conjunction with the Delkaia Aboriginal **Best Start** Partnership.
- Facilitate and support the development of a range of activities, programs and initiatives in the community which:
 - Increase the participation of Indigenous parents in their local communities;
 - Provide opportunities for Indigenous children and their parents to build their life skills;
 - Focus on strengthening and empowering Indigenous families' capacity to nurture children;
 - Enhance the health of Indigenous children and parents;
 - Enhance the Educational opportunities for Indigenous children: and
 - Strengthen literacy and numeracy skills of Indigenous parents.
- Actively develop, support and foster networks within the local Indigenous community in Horsham and District to enhance service delivery, support and sharing of information and knowledge in relation to Indigenous families and their children.
- Coordinate and support community service providers, families, and community groups/agencies in planning implementing community capacity building processes to address the needs of local Indigenous families.
- Coordinate the successful implementation of strategies in relation to the key objectives of **Best Start** in accordance with the Delkaia Aboriginal **Best Start** action plan.
- Support community advocacy in response to identified needs, especially in relation to community issues and service gaps with respect to families with young children.
- Monitor and document the achievement of the outcomes of the Delkaia Aboriginal **Best Start** action plan, in conjunction with Delkaia Aboriginal **Best Start** Partners Group and evaluation teams.
- Resource and facilitate Local Working Groups to undertake and promote **Best Start** activities.
- Report implementation progress and review of the Delkaia Aboriginal **Best Start** Partnership Agreement in collaboration with the local Indigenous community, parents, service providers, community groups/agencies and the Delkaia Aboriginal **Best Start** Partners Group.

POSITION TITLE: Best Start Project Facilitator

2. ORGANIZATIONAL RELATIONSHIPS

- Reports to:** Primary Care Manager, Wimmera Health Care Group (WHCG)
- Supervises:** Temporary support as may be available to assist in the achievement of project objectives.
- Internal liaisons:** Koori Hospital Liaison Officer
WHCG staff
Executive staff
- External Liaisons:** Members of Delkaia Aboriginal **Best Start** Partnership Group
Members and Staff of Goolum Goolum Aboriginal Cooperative
Members of the public and the local Indigenous population in particular
Community service providers and parents.
Management, staff of community agencies/organizations
Local, State and Federal Government departments
Members and Staff of Budja Budja Aboriginal Cooperative
Staff of Brambuck Aboriginal Cultural Centre Halls Gap
Other community service professionals

3. ACCOUNTABILITY and EXTENT of AUTHORITY

- Accountable to the Delkaia Aboriginal **Best Start** Partnership for the coordination and implementation of the Delkaia Aboriginal **Best Start** action plan.
- Accountable to the Facilitating Partner through the Primary Care Manager for attendance at work, notification of leave, and day to conduct and performance of duties as per the Delkaia Aboriginal **Best Start** action plan.
- Authority will be as directed or delegated by the Delkaia Aboriginal **Best Start** Partnership.

POSITION TITLE: **Best Start Project Facilitator**

4. PERSONAL SKILLS

Judgment and Decision Making

- Ensure all processes and procedures relating to the development of project tasks are undertaken appropriately
- Represent the Delkaia Aboriginal **Best Start** Partners Group at meetings, community consultations, and public forums, and in the successful achievements of **Best Start** outcomes.
- Ability to be responsive in relation to changing needs and operate without direct supervision.
- Ability to exercise independence in day to day decision making and problem solving.

Specialist Knowledge

- Ability to act independently and to develop strategies that will achieve the objectives of **Best Start**.
- A sound knowledge of the **Best Start** project.
- An understanding of Aboriginal cultural beliefs and the major issues impacting on the health/education/well-being of Indigenous people.
- Knowledge of child development theory and practice.
- Ability to research, develop and implement community development and community capacity building strategies.
- Ability to consult and network with other health and community service professionals regarding the design, development operation and evaluation of Delkaia Aboriginal **Best Start** projects.
- Demonstrated competence in the use of computers, including Microsoft Office, Internet and Email applications.

Management

- Coordinate teams of parents, Partnership Members, community groups and service providers in the development of Delkaia Aboriginal **Best Start** programs.
- Facilitate, monitor and evaluate the implementation of the Delkaia Aboriginal **Best Start** Action Plan.
- Define goals, priorities, and timeframes for completion of tasks in relation to **Best Start** and the successful achievement of objectives on time.
- Manage multiple tasks, often with competing timeframes, take initiative and function independently.
- Flexibility and responsiveness to meet the changing needs of Delkaia Aboriginal **Best Start** Partnership.
- Ability to work within budget parameters.

Interpersonal Communication

- Ability to communicate effectively with staff at various levels, partners, stakeholders, and members of the local indigenous community.
- Ability to liaise with government departments, private organizations, consultants, Aboriginal health and welfare workers, community agencies, staff from other service providers in the development of strategies and projects.
- Excellent written and oral communication skills in order to prepare or arrange preparation of correspondence, reports or briefings for the Delkaia Aboriginal **Best Start** Partners group and key stakeholders.
- Ability to work independently and within a team.
- Ability to negotiate, influence, gain cooperation and support of others to facilitate effective information exchange and develop mutual strategic action.

POSITION TITLE: Best Start Project Facilitator

5. SELECTION CRITERIA

- Ability to work in teams and to form strong networks in the community.
- Ability to work with a diverse range of key people, including parents, service providers, Aboriginal organizations and members of the local Indigenous community.
- Experience in community health and networking with community groups.
- Demonstrated experience in working on community projects.
- Ability to collect data and report on a variety of issues including the preparation of reports, briefing papers and submissions.
- Effective interpersonal and written communication skills including an ability to lead people and influence change.
- Current Victorian Driver's license.
- Competence with computers, including Microsoft Office, email and Internet browsing.
- Relevant Qualifications within a recognized discipline will be looked on favourably.

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MANAGER

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