



## POSITION DESCRIPTION

### Transition to Adulthood (TTA) Project Officer

Job Title	Transition to Adulthood (TTA) Project Officer
Reports to	Social Emotional Wellbeing (SEWB) Manager
Date Reviewed	May 2022
Direct Reports	Nil

### Position Context

The TTA Project Officer is part of the SEWB Team of Wirra Maya Health Service Aboriginal Corporation (WMHSAC). The service objective is to provide holistic, primary health care services to the Aboriginal people in Port Hedland, South Hedland and surrounding areas of the Pilbara region.

### Position Objective

The role of the TTA Project Officer is to enhance the wellbeing support services provided to clients of WMHSAC with the aim of improving health outcomes for Aboriginal children and youth in the South Hedland and Port Hedland area.

# 1. Position Responsibilities

Key Result Area (KRA)	Key Performance Indicators (KPI)	Measures
Education and Program Delivery	<ul style="list-style-type: none"> <li>• Work in collaboration with other staff at WMHSAC and external agencies in implementing education and health promotion for Aboriginal children and youth;</li> <li>• Work closely with clients to provide support, assistance and guidance in dealing with issues affecting Aboriginal children and youth in the area (e.g. risk of exposure to drug and alcohol abuse, risk of exposure to sexually transmittable diseases, reducing the uptake of tobacco, alcohol or illicit drugs, access to upskilling and empowerment within the community);</li> <li>• Identify opportunities to educate Aboriginal children, youth and their families by addressing key areas of concern through provision of intervention programs;</li> <li>• Provide support to other agencies and community workers in working with Aboriginal children and youth and building resilience;</li> <li>• Identify opportunities to support Aboriginal children and youth in further education, upskilling and self-improvement, working closely with other agencies;</li> <li>• Provide advice, education and referrals for clients as necessary;</li> <li>• Work collaboratively with other staff including clinic staff, and other SEWB staff on client care;</li> <li>• Work in accordance with the funding requirements;</li> <li>• Prepare and present regular reports as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Education and health promotion activities implemented across the organisation and in the community;</li> <li>• Positive feedback from clients and stakeholders;</li> <li>• Intervention programs implemented where appropriate;</li> <li>• Positive feedback from other agencies and stakeholders;</li> <li>• Opportunities to further support clients actioned where appropriate;</li> <li>• Advice, education and referrals provided where appropriate;</li> <li>• Positive feedback from staff;</li> <li>• Funding performance indicators are achieved;</li> <li>• Reports completed as required/requested and to deadlines.</li> </ul>

Administrative Duties	<ul style="list-style-type: none"> <li>• Ensure all care provided to a client is entered into the client data management system;</li> <li>• Ensure statistics and all data is accurate and up-to-date;</li> <li>• Ensure surveys are completed in line with implementation plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Client information is accurate and up to date;</li> <li>• Statistics and data is accurate and up to date;</li> <li>• Surveys results.</li> </ul>
Infection Control	<ul style="list-style-type: none"> <li>• Maintain infection control principles, policies and procedures at all times and demonstrate leadership in infection control.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil breaches of infection control policies and procedures.</li> </ul>
Internal and External Relationships	<ul style="list-style-type: none"> <li>• Attend industry forums as a representative of WMHSAC;</li> <li>• Attend all training;</li> <li>• Participate in team meetings and all staff meetings;</li> <li>• Liaise with internal and external stakeholders where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at industry forums and training;</li> <li>• Team meetings and all staff meetings attended;</li> <li>• Nil substantiated negative feedback from stakeholders.</li> </ul>
Quality Improvement Activities	<ul style="list-style-type: none"> <li>• Participate in continual quality improvement in the delivery of services;</li> <li>• Ensure all standards are maintained consistent with evidence based best practice standards as applicable to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality improvement practices in place are followed.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Ensures compliance with health and safety policies and procedures which reduces risk, employee incidents and injuries.</li> </ul>	<ul style="list-style-type: none"> <li>• No breaches of Health and Safety Policies and procedures.</li> </ul>
Commitment to Values and Behaviours	<ul style="list-style-type: none"> <li>• <b>Respect:</b> We treat everyone with courtesy and have regard for their dignity;</li> <li>• <b>Integrity:</b> We always act with honesty and are accountable for our actions.</li> <li>• <b>Leadership:</b> We display and model positive influence towards others.</li> <li>• <b>Innovation:</b> We encourage new and better ways of doing things.</li> <li>• <b>Customer Focus:</b> Our Stakeholders are at the core of everything we do.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil negative feedback regarding failure to demonstrate values.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Teamwork:</b> We develop relationships which enable us to help one another</li> </ul>	
Other Duties	<ul style="list-style-type: none"> <li>• Other duties as requested by Senior Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Other duties completed as requested.</li> </ul>

## Selection Criteria

### ESSENTIAL:

- Ability to take direction, determine priorities and manage workloads in order to meet agreed timelines and objectives;
- Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business;
- Ability to work with other health professions and organisations;
- Knowledge of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people;
- Good interpersonal, written and oral communication skills;
- Ability to deliver appropriate training and other programs to groups of youth to achieve health outcomes;
- Possession of a current Working with Children Check or the ability to apply for one is essential to be considered for this position;
- Valid Driver's License;
- National Police Clearance Certificate (no more than 6 months old).

### DESIRABLE:

- Qualification in the area of youth or education or equivalent experience.

<b>Employee Name:</b>		<b>Senior Manager Name:</b>	
<b>Employee Signature:</b>		<b>Senior Manager Signature:</b>	
<b>Date:</b>		<b>Date:</b>	