



Trainee Transition to Adulthood (TTA) Project Officer

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

Position Objective

The role of the Trainee TTA Project Officer is to assist the TTA Coordinator and TTA Project Officers in developing and delivering wellbeing support services provided to clients of Wirraka Maya Health Service Aboriginal Corporation (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 Project Delivery	<ul style="list-style-type: none"> • Work closely with the TTA Coordinator, TTA Project Officers and clients to provide support for education, projects and programs involving assistance and guidance for Aboriginal children and youth in the area including but not limited to liaising with clients and stakeholders on delivery programs and initiatives, organisation, setting up and the transportation of materials in a timely manner; • Assist the TTA Coordinator and TTA Project Officers to identify opportunities to educate Aboriginal children, youth and their families by addressing key areas of concern through provision of intervention programs; • Work in collaboration with other staff at WMHSAC and external agencies in implementing education and health promotion for Aboriginal children and youth; • Assist the TTA Coordinator and TTA Project Officers in providing support to other agencies and community workers in working with Aboriginal children and youth and building resilience; • Assist in identifying opportunities to support Aboriginal children and youth in further education, upskilling and self-improvement, working closely with other agencies; • Work collaboratively with other staff including medical staff, receptionists, other Aboriginal Health Workers/Practitioners and the Social Emotional Wellbeing Team to deliver client care to the required standards; 	<ul style="list-style-type: none"> • All program, projects, materials and activities assigned are organised and completed to the required standard and delivered on time; • Number of projects or programs delivered and/or attended; • Level of liaison with other WMHSAC staff involved in education and health promotion activities; • Level of liaison with other agencies and community workers; • Number of suggestions to support clients in education, upskilling and self-improvement; • All care is delivered to the required standard; • Reports directed by the Project Officer are completed on time and to required standard.

	<ul style="list-style-type: none"> Assist the TTA Coordinator and TTA Project Officers with preparing and presenting regular reports at the standard and timing required by stakeholders. 	
Administrative Duties	<ul style="list-style-type: none"> Ensure all care provided to a client is entered into the client data management system; Ensure statistics and all data is accurate and up-to-date. 	<ul style="list-style-type: none"> 100% of care provided is entered into the client Data Management system; Statistics and data is accurate.
Infection Control	<ul style="list-style-type: none"> Adhere to all policies and procedures in regards to infection control management. 	<ul style="list-style-type: none"> Nil breaches of infection control policies and procedures.
Internal and External Relationships	<ul style="list-style-type: none"> Attend industry forums as a representative of WMHSAC; Attend all training; Participate in team meetings and all staff meetings; Liaise with internal and external stakeholders where appropriate. 	<ul style="list-style-type: none"> Attendance at industry forums and training; Team meetings and all staff meetings attended; Nil substantiated negative feedback from stakeholders.
Quality Improvement Activities	<ul style="list-style-type: none"> Participate in continual quality improvement in the delivery of services; Ensure all standards are maintained consistent with evidence based best practice standards as applicable to the role. 	<ul style="list-style-type: none"> Quality improvement in place are followed.
Health and Safety	<ul style="list-style-type: none"> Ensures compliance with health and safety policies and procedures which reduces risk, employee incidents and injuries. 	<ul style="list-style-type: none"> No breaches of Health and Safety Policies and procedures.
Commitment to Values and Behaviours	<ul style="list-style-type: none"> Respect: We treat everyone with courtesy and have regard for their dignity; Integrity: We always act with honesty and are accountable for our actions. Leadership: We display and model positive influence towards others. Innovation: We encourage new and better ways of doing things. Customer Focus: Our Stakeholders are at the core of everything we do. 	<ul style="list-style-type: none"> Nil negative feedback regarding failure to demonstrate values.

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

Work Related Requirements/Selection Criteria:

ESSENTIAL

- Ability to present information to individuals and groups;
- Ability to work independently and in a team environment;
- Good interpersonal and communication skills (written and verbal);
- Ability to prioritise workload and demonstrated organisational skills;
- Willingness and commitment to complete a Certificate 3 Community Services as part of a traineeship;
- Valid Driver’s License;
- Valid WA Working with Children Check Card;
- National Police Clearance (no more than six months old).

Employee Name:		Senior Manager Name:	
Employee Signature:		Senior Manager Signature:	
Date:		Date:	