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| **JOB TITLE: Social Emotional Well Being Coordinator**  **POSITION No:** | **SALARY RANGE: 100, 000-120,000**  **TENURE: 1 year**  **LOCATION: Newman, WA and the communities services by PAMS** |
| **REPORTS TO Health Services Manager** | **POSITIONS REPORTING TO THIS POSITION Healthy transition to Adulthood Worker** |
| **PRIMARY PURPOSE OF POSITION**  The primary purpose of the position is to coordinate the delivery of Social and Emotional Wellbeing programs PAMS is funded for, currently the Healthy Transition to Adulthood Program, and to acquit the funding agreements related to SEWB (currently HTA program funded through WACHS). The position is also responsible for growing the SEWB program through; preparation for a mental health/counselling program, increasing partnerships with other organisations, and applying for appropriate funding for SEWB programs. | |
| **KEY ACCOUNTABILITIES**  **A – Coordinate Delivery of Social and Emotional Wellbeing Programs (currently Healthy Transition to Adulthood)**  Weighting – 70% (approximately 26 hours per week on average, assuming a full time position)   * Read and be familiar with funding agreements related to social and emotional wellbeing, including agreed outputs and agreed measures. * Develop a program to meet agreed outputs and measures, in conjunction with Clinic Manager. * Develop initial evaluation and implementation plans as required by funding body, in conjunction with Clinic Manager. * Deliver services relating to target areas in the implementation plans. * Provide support and coordination to other PAMS staff providing services in relation to implementation plans. * Ensure that services provided are culturally appropriate and sensitive to the needs of Aboriginal people. * Assist the Clinic Manager in preparing statistical data for reporting purposes when requested.   **B – Develop and Maintain Partnerships with other Organisations**  Weighting – 10% (approximately 4 hours per week on average, assuming full time position)   * Develop partnerships with other organisations who provide support to Aboriginal communities in Newman and the Western Desert. * Develop formalised partnership agreements with partner organisations that help to: work more efficiently to meet measures associated with implementation plans, avoid duplication of work, identify overlap in funding agreements * Implement service plans (such as education programs, events etc.) developed in collaboration with other organisations. * Provide coordination and support to other PAMS staff involved in implementing service plans developed in conjunction with other organisations. * Organise, attend, and contribute to relevant partnership/working group meetings. * Attend relevant planning forums, network meetings, or conferences on behalf of PAMS.   **C – Clinical Preparation**  Weighting – 10% (approximately 4 hours per week on average, assuming full time position)   * In conjunction with CEO (and where relevant Clinical Services Manager) develop clinical governance structures to support the development of a clinical mental health/counselling service including but not limited to:   + Development of a social and emotional wellbeing program   + Ensuring that appropriate policies and procedures are in place to support the development of a safe and sustainable program   + Maintain and update procedures in relation to mental health function   **D – Grow Social and Emotional Wellbeing Program**  Weighting – 10% (approximately 4 hours per week on average, assuming full time position)   * Assist CEO and Clinic Manager in the development of a strategic plan for a future social and emotional wellbeing program at PAMS * Assist in the identification of funding opportunities to support aspects of the proposed program * Assist in completing funding applications to support the proposed social and emotional wellbeing program * Assist in the development of job descriptions for potential new social and emotional wellbeing staff | . |

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| **KEY RELATIONSHIPS / INTERACTIONS**  **Works in Collaboration with other coordinators such as the Healthy Lifestyle/ Tobacco Management coordinator, the Maternal and Child health Coordinator, Jigalong Clinic Coordinator, Punmu Clinic Coordinator and the RANs from Parnngurr and Kunawarritji**  **Directly supervises the Healthy Transition to Adulthood Worker** |
| **KEY CHALLENGES**  **-Service delivery to 4 remote communities involves travelling great distances on unsealed roads in a 4 wheel drive vehicle**  **-Creation or adaptation of resources to become culturally relevant/ appropriate for our target group**  **-the programs delivered may be impacted by road/ airstrip closures, cultural activities and funerals** |
| **POSITION DIMENSIONS**  Staff:  Budget: |
| **QUALIFICATIONS**  **Registered Mental Health Nurse/ Social Worker/ Psychologist. All registered to practice by the appropriate regulatory body** |
| **CORPORATE RESPONSIBILITIES**   * Responsible for the delivery of SEWB programs to meet key performance indicators on time and in budget * Complete accurate reports for submission to funding bodies and Board |
| **SPECIAL CONDITIONS**   * + **Some intra and at times** |
| **ESSENTIAL KNOWLEDGE / SKILLS / EXPERIENCE**  Tertiary qualifications in Social Work, Mental Health Nursing or Psychology   * Proven ability to determine priorities, plan and organise work, ensuring the effective use of limited resources. * Ability to use a range of computer-based software, ie. Word processing, Spread sheets, Data Base, and PowerPoint. * Ability to produce written documents relevant to position requirements, including regular reports for Funding Bodies and the Board of Management. * Highly developed conflict resolution skills and the ability to facilitate satisfactory outcomes on difficult circumstances, with disadvantaged people. * The ability to organise work plans/practices and procedures. * Work co-operatively and apply initiative within a team environment. * The ability to think laterally and have well developed problem solving skills. * A high level of communication skills both oral and written. * Well-developed advocacy skills. * Ability to develop and maintain accurate case files and client records. * Under-go further training as considered necessary and approved by the CEO. * Understanding and Knowledge of Aboriginal Culture * Experience working in cross cultural environments * Current WA drivers licence * Ability to drive 4WD vehicles * Current National Police Check * Current WA Working with Children Check or ability to obtain one |
| **DESIRABLE KNOWLEDGE / SKILLS / EXPERIENCE**   * Knowledge of use of Communicare patient information recall system * Experience in working with Aboriginal groups and Communities |