

POSITION DESCRIPTION

Position Title:	Aboriginal Liaison Officer
Grading:	AO3
Remuneration:	HR to advise
Status:	Temporary, Part time
Location:	Dubbo <i>(Note: routine travel to outreach locations across western NSW is required)</i>
Responsible to:	Health Promotion Manager
Responsible for:	Nil
Collaborates with:	Health Promotion Team Clinic staff

Our Organisation

Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The primary role of the Aboriginal Liaison Officer is to provide community liaison and health promotion support to the Family Planning NSW Dubbo Centre and outreach locations. These health promotion activities are diverse and include resource distribution, community education, consumer engagement and partnerships. The Aboriginal Liaison Officer role is integral to the organisations commitment to improving reproductive and sexual health outcomes for Aboriginal communities.

Selection Criteria

Essential

- Previous experience working with Aboriginal communities
- An understanding of Aboriginal culture and an interest in Aboriginal reproductive and sexual health
- Demonstrated ability to prioritise work and work within timeframes
- Demonstrated ability to work as part of a multi-disciplinary team and also work independently
- Demonstrated interpersonal, oral and written communication skills
- Ability to maintain confidentiality and use discretion at all times
- Current NSW Drivers Licence

Desirable

- Identify as Aboriginal and/or Torres Strait Islander
- Knowledge of reproductive and sexual health issues
- Experience working within the health sector
- Experience delivering community education to Aboriginal communities

Values

- Family Planning NSW is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
 - As an abortion service provider, all FPNSW staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
 - For this role that means participating reproductive & sexual health community education and projects and providing service information which includes general information about abortion
- Must support the Family Planning NSW values:
 - Human rights focus - promoting the rights of all people to reproductive and sexual health
 - Integrity - maintaining a strong ethical base, being accountable and transparent
 - Inclusiveness - valuing and respecting diversity without judgement
 - Equity of access - ensuring access to our services for all including priority populations
 - Client centred - placing the needs of the whole person at the centre of our work
 - Commitment to excellence - ensuring high standards in all our work
 - A just culture – a balanced accountability for both individuals and the organisation

Other requirements

- A Criminal Record Check and Working With Children Check are required prior to commencement in this role

Key Responsibilities

- Coordinate the Aboriginal Consumer Advisory Group and participate in the Family Planning NSW Consumer Engagement Working Group
- Support the implementation of the Family Planning NSW Reconciliation Action Plan
- Work in partnership with the Health Promotion Team to support health promotion activities, projects and community education
- Liaise and collaborate with Aboriginal Community Controlled Health Organisations and other key stakeholders to promote Family Planning NSW services within Aboriginal communities in Dubbo and surrounding areas
- Network with local Aboriginal communities through local organisations, playgroups, community activities and functions to inform of Family Planning NSW Dubbo services
- Actively build partnerships which enhance health promotion activities and facilitate collaborative action
- Develop, order and distribute resources for Family Planning NSW Dubbo health promotion and clinical services
- Provide advice to other Family Planning NSW staff regarding cultural considerations when working with Aboriginal communities
- Promote Family Planning NSW as a leader in reproductive and sexual health
- Represent Family Planning NSW at relevant meetings and forums
- Participate in Health Promotion Team meetings and staff development opportunities
- Any other duties at the direction of the manager

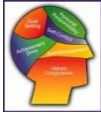



Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW.

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Intermediate
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Adept
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Intermediate
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Intermediate
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Intermediate
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	Intermediate

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
