

WORKING TOGETHER FOR BETTER ORAL HEALTH



Aboriginal Community Development Officer, Statewide

Title: Aboriginal Community Development Officer	Reporting To: Director – Population Health
Business Unit: Portfolio of the Chief Operating Officer	Classification Level: Health and Allied Services Manager and Administrative Workers Grade 4

Position Purpose:

As part of the Statewide Team, the Aboriginal Community Development Officer will work closely with Aboriginal Community Controlled Organisations (ACCO) to achieve and sustain better oral health outcomes for Aboriginal people in Victoria. This role will be responsible for collaborative policy and health program development and maintaining close partnerships between Aboriginal and mainstream services in the area of oral health. The role will also engage with Aboriginal and Torres Strait Islander people to develop strategies to improve oral health.

The Aboriginal Community Development Officer will be co-located at both Dental Health Services Victoria (DHSV) and Victorian Aboriginal Community Controlled Health Organisation (VACCHO).

Please note that this role is only open for Aboriginal and/or Torres Strait Islander people to apply. This action constitutes a special measure under section 12 of the Equal Opportunity Act 2010.

Role Accountabilities:

Role Specific

- In collaboration with stakeholders, lead the development of the organisation's Reconciliation Action Plan ensuring alignment with the Aboriginal Employment Plan
- Foster the relationship between VACCHO and DHSV to encourage collaboration between the two organisations as stated in the Memorandum of Understanding; and implement the delivery of the actions set out in the Reconciliation Action Plan

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- In collaboration with VACCHO, DHSV and other key partners, facilitate DHSV's engagement with ACCOs and Aboriginal communities in Victoria to strengthen partnerships and ensure improved access to oral health services, including oral health promotion programs
- In collaboration with VACCHO, manage policy and program development and advocacy work with ACCOs in Victoria
- As the key contact between VACCHO and DHSV, build and maintain strong relationships with stakeholders across the organisations, dental agencies and communities
- Prepare recommendations to inform delivery of new oral health initiatives for Aboriginal and Torres Strait Islander people
- Work closely with DHSV, VACCHO, ACCOs, Aboriginal early years services and other relevant partners to embed oral health promotion into the holistic role of health and early childhood professionals who work with Aboriginal and Torres Strait Islander people, in particular
 - Delivery of Bigger Better Smiles program in partnership with Healthy Families, Healthy Smiles team
 - Delivery of Smiles 4 Miles in Aboriginal services in partnership with Smiles 4 Miles team

Generic:

- Actively contribute to the implementation and continuous improvement of quality assurance programs, workplace health and safety, infection control procedures, quality and service delivery outcomes and personal professional development, including contribution and support of external accreditation process.
- Commitment to continuing personal and professional development in accordance with organisational policies and procedures.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Participate in myDevelopment ensuring goals are signed off and reviewed
- Model behaviours that demonstrate the Victorian Public Sector and DHSV values in all aspects of work

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Role requirements:

<p>Knowledge: Mandatory</p> <ul style="list-style-type: none"> • Understanding of the cultural sensitivities of working with and supporting Aboriginal community • A strong understanding of self-determination and community control within the context of Victorian Aboriginal communities and peoples • Knowledge of the social determinants of health and their impact on health of Aboriginal people living in Victoria • Tertiary qualifications in health, health promotion, hospital administration, public health, Aboriginal health, education, business management or related field • Proficiency in MS Office suite of programs <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of public oral health • Knowledge of a project management methodologies and lifecycle 	<p>Experience: Mandatory</p> <ul style="list-style-type: none"> • Experience in successfully working with Aboriginal communities • Experience in relationship building, collaborating, influencing and managing the expectations of key stakeholder groups • Experience with external stakeholders in providing strategic advice without direct authority/with a high dependence on influencing others to get results • Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders • Project implementation experience <p>Desirable</p> <ul style="list-style-type: none"> • Experience in policy development • Experience in a public health sector environment • Experience in the development, implementation and evaluation of health promotion programs
<p>Behavioural competencies:</p> <ul style="list-style-type: none"> • Adaptability • Building Trust • Collaboration • Contributing to Team Success • Customer Focus • Decision Making • Quality Orientation/Initiating action • Managing Work 	<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Passion for results • High energy and drive • Highly organised • Self-starter • Courage • Leading with humility • Credible with stakeholders