



Position Title	Women's Health and Wellbeing Officer
Location	Yarrabah
Employment status	Full time
Position reports to	Social and Emotional Wellbeing (SEWB) Manager
Date of Approval	May 2021

About Gurriny Yealamucka (Gurriny)

Gurriny Yealamucka Health Service (Gurriny) is an incorporated Aboriginal community-controlled health organisation. The core business of Gurriny is to provide a culturally sensitive multi-purpose primary health care service and to implement the Yarrabah Health Strategic Plan through the Yarrabah Health Framework Agreement in partnership with Queensland Health, Yarrabah Aboriginal Shire Council & Commonwealth Department of Health & Ageing.

Further information about Gurriny can be obtained from the website at <https://www.gyhsac.org.au/>

Our Vision

As the Community Controlled Health Services will lead the advancement of equitable health outcomes for the people of Yarrabah.

Our Mission

Gurriny Yealamucka Health Services will "Close the Gap" through progressing quality health care services that are underpinned by gold standard governance business practices.

Our Values

- **Quality of Service** – valuing the responsibility of providing a quality holistic health service and will maintain a high standard of care across all levels of the organisation.
- **Leadership & Innovation** – strong Leadership ensuring the delivery of innovative holistic health solutions.
- **Commitment** – strives to provide commitment to all levels of the organisation's business and in its capacity to support the Yarrabah Community.
- **Accountability** – enacting the principles of governance, self-determination and sovereignty guided by the Yarrabah community & stakeholders.
- **Teamwork & Partnerships** – as an essential component of successful service delivery and advocates for equitable productive partnerships.

About the program area

In broad terms, [social and emotional wellbeing](#) is the foundation for physical and mental health for Aboriginal and Torres Strait Islander peoples. It is a holistic concept which results from a network of relationships between individuals, family, kin and community. It also recognises the importance of connection to land, culture, spirituality and ancestry, and how these affect the individual.

Social and emotional wellbeing may change across the life course: what is important to a child's social and emotional wellbeing may be quite different to what is important to an Elder. However, across the life course a positive sense of social and emotional wellbeing is essential for Aboriginal and Torres Strait Islander people to lead successful and fulfilling lives.

Aboriginal and Torres Strait Islander people's understanding of social and emotional wellbeing varies between different cultural groups and individuals.

About the team

The SEWB team is comprised of the Family Pathways to Safety Program, Men's, Youth Wellbeing and Women's Health Teams.

The SEWB team provides a confidential, culturally appropriate and sensitive service for clients accessing Gurriny's programs and throughout the referral process.

This service is available for any person of the community who may be facing some challenges in their lives which is, or may result in, having an impact on their health.

About the Position

This position is responsible for contributing to improved health, safety and wellbeing outcomes for women in Yarrabah and supporting the SEWB Team to maximise its impact and to meet its strategic objectives.

The role will be responsible for the coordination, delivery and evaluation of gender equity and preventing violence against women training and consultancy in workplaces and community settings. In addition, the role is responsible for extending suicide prevention initiatives in Yarrabah by reviewing, formalising and progressing community-based activities, which supports and promotes the social and emotional well-being of women.

This position reports to the Social and Emotional Wellbeing (SEWB) Manager for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include

- Assist the Women's SEWB Manager to establish, co-ordinate and facilitate a structured women's support groups and activities for the women of Yarrabah
- Work closely with the Gurriny Men's SEWB Health Officers, SEWB team, Child and Maternal health team and the Family Wellbeing teams
- Assist in reviewing, evaluating and supporting existing services available for Women in the community of Yarrabah
- Assist in planning and co-ordinating Gurriny's Women's Health Strategic Planning
- Assist in offering brief counselling or referrals to services for women, children and families in the community

- Network with other agencies both internally and externally in regards to the needs of women
- Develop and maintain effective partnerships
- Document and record all contact with all clients in the GYHSAC medical records program, Communicare

Team Work

- Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and credibly to ensure their views are incorporated into health planning particularly in the Yarrabah Community
- Demonstrated understanding and commitment to the principles of the Aboriginal community-controlled health sector in Yarrabah and the concept of comprehensive primary health care in an Aboriginal setting
- Personally, demonstrates through consistent behaviors. understanding of, respect for and compliance with the principles of Aboriginal community control
- Ensure compliance with occupational health & safety, equal employment opportunity and associated Gurriny policies
- Contribute and collaborate in a professional, positive and transparent manner in the planning and development of Gurriny
- Add value and knowledge to the successful integration of clinical and social support teams across Gurriny to ensure a holistic model of care
- Participate in approved development initiatives to maintain and extend knowledge and skill base required for effective performance
- Mentor and manage staff by providing coaching, regular feedback, and establishing goals through individual development plans
- Communicates effectively and openly in the workplace
- Complete tasks in a timely manner and meeting all deadlines

Quality Assurance

- Participate in all quality assurance processes including external and internal surveillance audits, document reviews and meetings etc
- Participate in ongoing and systematic quality improvement efforts and identify opportunities for improvements, and facilitate outcomes to bring about change
- Participate in AGPAL, ISO, LogicQC Training and education courses
- Ensures tasks identified in the Quality Management System (LogicQC) are completed within the required deadlines

External Relationships, Representation and Management

- Maintains relationships with other health service providers and may be asked to assist with negotiations for partnerships to improve primary health care delivery and address the determinants of health
- Represents Gurriny at meetings, conferences and workshops where required in consultation with the Senior Management Team
- Enhances the public image of Gurriny in the community

Professional conduct

- Undertake activities to develop and maintain own professional knowledge and skill and maintain awareness of current HR & WHS best practice clinical and risk management

- Practice in accordance with guidelines as outlined by legislation and Gurriny Policies and Procedures
- Practice in own capabilities and qualifications
- Maintain accurate and legally acceptable records, ensuring the security of documentation at all times
- Respect and maintain confidentiality
- Respect cultural diversity and traditional Aboriginal practices
- Support good governance decision-making through the provision of timely and accurate information
- Build a positive image of Gurriny Health Service by representing and promoting Gurriny and its initiatives externally, ensuring consistent messages are delivered in line with agreed strategies

Required Training, Licences and Registration and Additional Factors

- Current Driver's License
- First Aid Certificate or ability to obtain one
- Applicants must be in possession of or have the ability to obtain a valid Positive Notice Blue Card issued by the Commission for Children Young People and Child Guardian
- Applicants must have a current Police check or be prepared to undertake one prior to commencement of employment
- Some work out of hours may be required from time to time
- You may be required to work in and /or support other organisational business/service functions as required
- Gurriny has a 6-month probation period for new employees

Location

Bukki Road, Workshop Street and Noble Drive

Selection Criteria

1. Working towards the attainment and or possession of a Diploma or Vocational Qualifications (Cert IV) in health promotion, gender studies, community development and/or a social policy discipline or ability to undertake study to progress towards the qualification
2. Demonstrated knowledge of gender equity and preventing violence against women theory and practice, including current policies and frameworks
3. Understanding of and commitment to addressing gender inequities in relation to women's health, safety and wellbeing
4. Experience in planning, delivering and evaluating training on gender equity and preventing violence against women
5. Experience in building and maintaining strategic relationships and partnerships with a broad range of stakeholders
6. Excellent communication skills – verbal, non-verbal and written
7. Strong project planning, time management and organisational skills
8. Ability to work both independently and as part of a team and respond flexibly to team demands and priorities

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.