

**POSITION DESCRIPTION – Aboriginal Pathways to Good Health Coordinator****Part 1 – Expectations for Your Role**

<b>Position</b>	Aboriginal Pathways to Good Health Coordinator
<b>Service / Program</b>	Primary Care / Pathways to Good Health
<b>Industrial Instrument</b>	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
<b>Instrument Classification</b>	Level 5
<b>Reports to</b>	Manager Ngarrang Gulinj al Boordup
<b>Effective Date</b>	August 2025

## Scope of Role

This Aboriginal Health Practitioner – Pathways to Good Health Co-ordinator role forms part of a multidisciplinary team within EACH's Aboriginal Health and Wellbeing service. This identified role supports Aboriginal and Torres Strait Islander children and young people aged 0–18 in Out of Home Care (OoHC), providing culturally safe health navigation services, promoting early access to care, and encouraging health-seeking behaviours.

Practitioners deliver trauma-informed, culturally safe clinical services in accordance with their AHPRA registration, and provide leadership in cultural planning, stakeholder engagement, and continuous improvement.

## Key Deliverables

**Clinical Responsibilities:**

- Deliver culturally responsive health services aligned with the National Clinical Assessment Framework for children in OoHC, with a focus on Aboriginal children.
- Conduct culturally safe health and wellbeing assessments and triage new entrants to identify health pathways that respect cultural identity and community connection.
- Provide individual and group support that incorporates cultural perspectives in areas such as general health, sexual health, AOD use, mental health, and nutrition.
- Offer secondary consultation with a cultural lens to child protection and residential care staff.
- Maintain accurate, culturally respectful client records and recall systems.
- Build trusting relationships with Aboriginal children and families using trauma-informed, culturally appropriate, and strengths-based approaches.
- Advocate for the health and cultural needs of children, ensuring they participate in culturally respectful care planning and decision-making.
- Conduct risk assessments and ensure cultural safety and physical safety practices during outreach and client engagement.

**Leadership Responsibilities:**



- Coordinate and provide operational and cultural leadership for the PTGH program to ensure it meets the needs of Aboriginal children and families.
- Ensure clinical care is not only evidence-based but culturally safe and aligned with organisational, legislative, and cultural safety standards.
- Provide cultural mentorship and guidance to the PTGH team, supporting understanding and implementation of culturally safe practices.
- Oversee audits, performance indicators, and quality activities that consider both clinical and cultural outcomes.
- Encourage the reporting of clinical and cultural safety issues, and support reflective practices and continuous improvement initiatives that address cultural needs.
- Collect and report on data related to cultural safety and clinical outcomes, ensuring accountability to community and service partners.
- Proactively manage clinical and cultural risks, escalating issues as appropriate to safeguard Aboriginal children's wellbeing, including during visits to residential units.

## Skills

### **Clinical Skills:**

- Conduct holistic, culturally safe assessments, including risk management and de-escalation when needed.
- Deliver coordinated, culturally responsive, and trauma-informed care for Aboriginal children and young people.
- Proactively engage clients to strengthen their health literacy and empower self-determination in care.
- Maintain confidentiality, cultural integrity, and uphold trauma-informed principles in all interactions.

### **Leadership Skills:**

- Deliver culturally respectful and responsive service to both internal teams and external partners.
- Strong communication skills with the ability to advocate and represent Aboriginal perspectives effectively.
- High-level IT skills, including culturally sensitive documentation and use of clinical databases.
- Demonstrate leadership in cultural safety, service improvement, and team collaboration.

## Experience and Knowledge

### **Clinical Experience:**

- Experience delivering culturally safe and trauma-informed services to Aboriginal children, young people, and families.
- Demonstrated understanding of the health, social, and emotional wellbeing needs of Aboriginal children, particularly those in OoHC.
- Experience coaching and supporting Aboriginal children and youth to achieve holistic health outcomes.
- Knowledge of the child protection system, child safe standards, and culturally appropriate responses to mandatory reporting.

### **Leadership Experience:**

- Proven ability to build relationships with Aboriginal communities, ACCOs, and other stakeholders to improve outcomes for children in OoHC.
- Experience coordinating multidisciplinary teams and community partners to support Aboriginal children's health and wellbeing.
- Demonstrated knowledge of the social and cultural determinants of health, and the ability to apply this within the Aboriginal context.
- Understanding of systems coordination in complex care environments with a strong cultural focus.

## Qualification/Registrations/Licences



- Identified Aboriginal and/or Torres Strait Islander person
- Division 1 Registered Nurse or Aboriginal Health Practitioner qualification.
- Current AHPRA registration.
- Current Victorian driver's licence.

## Supervision and Professional Development

- Ongoing clinical supervision and professional development in line with AHPRA requirements
- Regular cultural mentoring through Each's Aboriginal Health and Wellbeing team

## Physical Requirements

- Office Environment: Ability to sit for extended periods and use office equipment.
- Data Entry: Capability to type and handle administrative tasks.
- Office Mobility: Ability to move around the office and attend meetings.
- Light Lifting: Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- Visual & Auditory: Ability to read documents and communicate effectively in person and via phone/video.
- Travel: Ability to undertake outreach travel across Gippsland (South/West) and capacity to work from multiple sites including Each locations, client homes and community settings.



## POSITION DESCRIPTION - Employee

### Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

### Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

### Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

### Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

### Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

### Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

### Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

### Key Selection Criteria

#### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

#### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.



- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

#### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

#### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.