

Job Description	Sexual Health Coordinator
Division:	Clinic
Reports to:	Practice Manager
Direct Reports:	1
Award / Agreements	Common Law Contract of Employment NES Fair Work Conditions
Approved by CEO	Endorsed by CEO (Deborah Woods) –

### 1. MISSION STATEMENT

GRAMS mission is to provide high quality and progressive health care to Aboriginal people.

### 2. POSITION PURPOSE

To Provide and demonstrate high incidence and/or prevalence of BBVs and STIs and organisational commitment to increasing their BBV/STI services. This will enable these services to increase workforce and capacity to test, treat, develop and implement BBV and STI prevention strategies that are sustainable and evidence bases.

### 3. KEY CUSTOMER AND STAKEHOLDER RELATIONSHIPS

#### EXTERNAL

- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

#### INTERNAL

- Maintains close working relationships with other officers and team members of GRAMS.
- Given the range of tasks, this position has contact with most Aboriginal Community members.

### 4. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
CLINIC	<ul style="list-style-type: none"> <li>– Increase BBV and STI testing, treatment and prevention, and contact tracing where required in Aboriginal and Torres Strait Islander communities</li> <li>– Implement strategies to increase testing, treatment and prevention of BBV and STI's</li> <li>– Contribute to the decrease in the long term of BBV and STI prevalence in participating sites.</li> <li>– Enhance evidence-based research through data collection and evaluation</li> </ul>

	<ul style="list-style-type: none"> <li>– Oversee the management of recalls and reminders for the clinic. Ensure all recalling of patients for treatment is up to date at all times</li> <li>– Promote, deliver and utilise the ‘test and treat’ model using point of care tests (PoCT) to allow for immediate screening and treatment of STI/BBV</li> <li>– Upskill clinical staff in administrating the ‘test and treat’ model using point of care tests (PoCT).</li> <li>– Act as a clinical resource to support and develop other members of the health team</li> <li>– Disseminate culturally appropriate health, communication and education materials to promote awareness of the outbreak across the region</li> <li>– Maintain, calibrate, complete reporting and ordering requirements in relation to all diagnostic machine and equipment.</li> </ul>
Education & Health Promotion	<ul style="list-style-type: none"> <li>– Work in collaboration with other staff and take leadership role in implementing education and health promotion for clients and the community</li> <li>– Develop and maintain care planning of clients</li> <li>– Provide advice, education and referral for clients as necessary</li> <li>– School health education when required</li> <li>– Health days</li> </ul>
Partnership, Planning and management	<ul style="list-style-type: none"> <li>– Collaborate with key stakeholders to : <ul style="list-style-type: none"> <li>○ Develop strategies for increasing STI/BBV screening at local level, particularly individuals at risk that have not been screened</li> <li>○ Maintain networks and contribute to planning forums, steering groups and consultancies in order to assist with the sexual health program</li> <li>○ Provide appropriate and relevant feedback to GRAMS clinical personnel, management and the local communities on the program</li> <li>○ Liaise with WACHS public health unit on a case needs basis and participate in fortnightly case conference meetings.</li> <li>○ Liaise with other health services outside Midwest region and assist with tracking clients.</li> </ul> </li> </ul>
Infection Control	<ul style="list-style-type: none"> <li>– Maintain infection control principles at all times</li> <li>– Adhere to all policies and procedures regarding infection control management</li> </ul>

Reporting, evaluation and data Management	<ul style="list-style-type: none"> <li>– Fortnightly meetings with local public health unit</li> <li>– Record relevant information in Communicare to ensure completeness and reliability of reporting</li> <li>– Maintain clinical level process to ensure completeness of contract tracing</li> <li>– Undertake ongoing evaluation of screening coverage and uptake in the communities</li> <li>– Work with management to regular feedback progress to the funding body</li> <li>– Ensure a clear understanding of GRAMS reporting requirements as relevant to the position</li> <li>–</li> </ul>
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> <li>– Uses self-assessment and peer review to regularly assess own competence.</li> <li>– Participates in performance management using the GRAMS Performance Appraisal Process.</li> <li>– Maintains skills in CPR and other relevant first aid as required.</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>– Perform other duties as required or requested by GRAMS CEO or manager.</li> <li>– Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed.</li> <li>– Attends workshops and training as required.</li> <li>– Attend and participate in Staff Development Days.</li> <li>– Identify and assist to reduce Work Health &amp; Safety hazards and risks.</li> <li>– Follow the reasonable direction of Work Health &amp; Safety representatives.</li> <li>– Contribute to the achievement of the objectives of GRAMS by providing a positive work environment.</li> </ul>

## 5. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role.

### JOB SPECIFIC COMPETENCIES

#### General skills, experience and knowledge

##### ESSENTIAL:

- Current AHPRA registration as a Registered or Enrolled Nurse
- High Level oral and written communication skills, including the ability to relate well to staff and to liaise effectively with key stakeholders
- Demonstrate knowledge and understanding of cultural factors and social determinants particularly in Aboriginal Health
- Knowledge of current health issues impacting on Aboriginal Health
- Demonstrate a commitment to confidentiality and a high level of accuracy
- Work effectively as a member of a team

##### DESIRABLE

- Experience in working in similar role
- Experience in working in a multi-disciplinary team environment

### PRACTICE REQUIREMENTS

- You need to obtain a Police Clearance.
- A current Working with Children Clearance or able to obtain one.
- A current unrestricted vehicle driver's license.
- Current First Aid Certificate
- You can be tested for having used drugs at any time.

***I certify that I have read and understood the responsibilities assigned to this position.***

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

