



# Mulungu

Mulungu Aboriginal Corporation Primary Health Care Services

## POSITION DESCRIPTION

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Position Title: Project Manager  
Strong Parents, Strong Children, More Resilient Communities Project

Classification Level: As negotiated

Date of Approval: June 2019

### PART A: POSITION SPECIFICATIONS

#### 1. Operational Management Environment

Mulungu is an Aboriginal Community Controlled Health Service aimed at responding and providing Health and wellbeing services to a designated geographical area within Mareeba and surrounding districts. Mulungu has three tiers of operations, Health Services, Family Services and Corporate Services which deliver appropriate services under the one banner but work in cohesion to deliver outcomes for the communities in our service region.

The position is located within Mulungu Aboriginal Corporation Primary Health Care Service's Family Services Team which provides leadership and effective coordination for the portfolio of family services offered by the organisation. These services aim to improve outcomes for Aboriginal and Torres Strait Islander children by improving access to culturally appropriate parenting and family support, integrated early childhood education and care, and child and maternal health services.

#### 2. Purpose of the Position

The Project Manager will deliver the Strong Parents, Strong Children, More Resilient Communities Project – an initiative to increase access to parental and whole-of-family social and emotional (SEWB) wellbeing and mental health services, general health and wellbeing education and support services as part of an integrated approach to maternal and child health and community family and child services in the Mareeba and Kuranda region.

The aim of this project is to improve SEWB and mental health outcomes for Aboriginal and Torres Strait Islander parents and children in the Mareeba and Kuranda communities who are at risk of, or experiencing SEWB/mental health/drug and alcohol or comorbidity issues.

The Project Manager will implement the approved project plan in meeting project outcomes and provide oversight and support to the project team which includes a Child Mental Health Worker, Family Support Worker and Community Engagement Officer to ensure achievement of project goals.

### **3. Scope of the Position**

The Project Manager is responsible for the implementation of the project plan in establishing an integrated model for maternal and child health programs in Mareeba and Kuranda including the development of best practice frameworks, culturally secure tools and clinical protocols and referral pathways for SEWB/Mental Health screening, education and support.

The position will maintain professional and ethical conduct adhering to Mulungu's policies and procedures, including but not limited to human resource management, workplace health and safety, and antidiscrimination as applied in the work environment.

### **4. Organisational Structure and Reporting Relationships**

The position reports to the Family Services Manager and works closely with other members of the Project Team to ensure implementation of the project plan.

The Project Manager also works collaboratively with the Family Services Manager, Health Services Manager and their team leaders to ensure integration of maternal and child health programs across the organization.

### **5. Duties and Responsibilities**

- Support Managers to identify and develop opportunities to integrate Mulungu's existing maternal and child health services (MCH) and Children and Family Centre (CFC) services in Mareeba and Kuranda.
- Identify or develop best practice and culturally secure assessment tools, and clinical protocols for SEWB and mental health screening and early intervention ensuring integration of services across MCH and CFC.
- Identify or develop best practice and culturally secure assessment tools and referral pathways for children and their parents to improve their general health and wellbeing.
- Develop and deliver training and support to MCH and CFC workers to embed and utilise the assessment tools, clinical protocols and referral pathways.
- Develop and work with Managers to implement a monitoring and evaluation framework to determine effectiveness of outcomes for children and their families.
- Develop formal partnerships with key local and regional service providers to enhance opportunities for parents and children to access appropriate services.
- Develop or source a community education and awareness program to increase knowledge of SEWB and mental health issues and their impacts on families and children.
- Work with relevant staff to enable the delivery of appropriate SEWB and mental health community education and awareness programs.
- Attend and document relevant internal and external meetings, with focus on building relationships to enhance outcomes for clients and the organisation.
- Maintain positive relationships with key stakeholders and internal staff.

- Foster a productive Project Team environment, including working with Project Team members to develop appropriate data collection tools and processes to achieve Key Performance Indicators.
- Participate in ongoing professional development of self and others.
- Maintain strong relationships with external organisations and seek to further develop these relationships for the benefit of Aboriginal and Torres Strait Islander parents and children.
- Ensure familiarity with the requirements of the funding agreement, including project plan and deliverables.
- Monitor and deliver reporting to ensure contractual and organisational compliance including the presentation of quantitative and qualitative data as required.
- Implement additional program or service-specific systems for gathering and recording both qualitative and quantitative data, as needed.
- Participate in quality improvement processes for client and organisational outcomes.
- Contribute to the organisation's auditing and documentation review processes, including accreditation against relevant standards.
- Contribute to the development of appropriate evaluation systems for reporting against performance measures and ensuring compliance with Mulungu's Quality Management System.

Legend = Purple =reporting, Service Delivery = Green, Red = QI, Brown =Leadership

## 6. Key Performance Indicators

- Documented SEWB/Mental Health assessment tools appropriate for use with Aboriginal and Torres Strait Islander children and their parents
- Documented SEWB/Mental Health clinical protocols and brief interventions for children and their parents
- Documented assessments and referral pathways to improve the general health and wellbeing of children and their parents
- Documented monitoring and evaluation framework that enables a review of the effectiveness of outcomes for children and parents
- Documented staff education program for use of assessment tools, clinical protocols and referral pathways
- Documented community education program to increase knowledge and understanding of SEWB and mental health issues
- Documented formal partnership and/or collaborative agreements with external services providers
- Accurate and timely reports in accordance with contractual and organisational requirements

## PART B: PERSON SPECIFICATIONS

### 1. Qualifications

- Qualifications in a field relevant to the role.

### 2. Skills, Knowledge and Abilities

- Ability to manage projects in accordance with contractual and organisational requirements.
- Knowledge of local Aboriginal and Torres Strait Islander culture and understanding of Indigenous history and contemporary issues.
- Demonstrated ability to work within a cross-cultural environment.
- Excellent communication (written and verbal), consultation, negotiation, leadership and coaching skills including a demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander people
- Knowledge and understanding of current evidence based practice frameworks for working with families and children.
- Ability to develop and deliver community education and awareness programs including upskilling of staff in the use of tools and resources.
- Demonstrated organisational and time management skills, self-driven, results-oriented with a positive outlook and a clear focus on high quality service delivery.

### 3. Standards of Practice

- Demonstrated ability to maintain professional standards of practice.
- Demonstrated understanding of working within an evidence-based framework
- Demonstrated commitment to ongoing professional development of self and others.

### 4. Mandatory Requirements

- Possession of a current 'C' Class Driver's Licence (Queensland)
- Must have, or be able to obtain, a Working with Children Blue Card
- Must be willing to undergo an Australian Federal Police check

## PART C: SELECTION CRITERIA

SC 1 Qualifications in a field relevant to the role.

SC 2 Experience in project management and compliance with the requirements of funding agreements.

- SC 3 Extensive knowledge and understanding of the nature and scope of family wellbeing issues and their impacts on Aboriginal and Torres Strait children and families.
- SC 4 Demonstrated interpersonal and communication skills and ability to communicate effectively with Aboriginal and Torres Strait Islander people.
- SC 5 Demonstrated ability to plan, develop, coordinate, manage and evaluate programs for improving Aboriginal and Torres Strait Islander health and wellbeing within a Community Controlled framework
- SC6 Demonstrated knowledge of current child and family services evidence based practice.
- SC 6 Demonstrated knowledge of contemporary human resource management practices and Workplace Health and Safety.

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature \_\_\_\_\_ Date  
(Chief Executive Officer)

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature \_\_\_\_\_ Date  
Christine Woods