



**NSW Association for Youth Health Inc.**

*(previously known as NSW Association for Adolescent Health Inc.)*

**POSITION DESCRIPTION**

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<b>Position Title:</b>	Project Officer
<b>Award Classification and Grading:</b>	Health Education Officer
<b>Hours:</b>	Two days per week for up to 30 weeks

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**SUMMARY**

The NSW Association for Youth Health (previously known as the NSW Association for Adolescent Health) is the peak body committed to working on behalf of the youth health sector in NSW to promote and advocate for the health and well being needs of marginalised young people aged 12 to 25 years.

In 2006, NAYAH, on behalf of the youth health sector, undertook a Pilot Project to trial a draft tool designed to measure key performance indicators regarding young people accessing youth health service programs and services. The Project Officer will be responsible for: reviewing outcomes of the Pilot Project and assess developments within the field of data collection over the last three years; liaising with youth health sector and key stakeholders from relevant area health services and non-government organisations; make recommendations on data collection and/or tools for the youth health sector; and identify opportunities for further project development.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential Criteria**

- Relevant tertiary qualifications;
- Demonstrated experience and skills in population health research design and implementation, and evaluation of research projects including production of written reports;
- Sound understanding of youth health issues, service provision and relevant policies;
- Demonstrated ability to consult, negotiate and work with people at all levels in a range of

organisations including NGOs, community organisations and other relevant government departments;

- Demonstrated ability to meet deadlines and work independently;
- Excellent written and oral communication skills;
- Computer literacy;
- Understanding of and commitment to the principles of Equal Employment Opportunity (EEO), Affirmative Action, Occupational Health and Safety (OHS), and the Charter of Principles for a Culturally Diverse Society; and
- Commitment to ethical practices.

#### **Desirable Criteria**

- Understanding of and experience of health outcome programs;
- Social research skills; and
- Experience working with, or knowledge of, regional and rural health services

#### **RESPONSIBLE TO**

- The Executive Officer and the Management Committee of the NSW Association for Youth Health.

#### **RESPONSIBLE FOR**

- Nil

#### **KEY PERFORMANCE AREAS AND PRINCIPLE DUTIES**

- To undertake a scoping project regarding review of the CQP Project and key performance tools or measures used in youth and/or health sector;
- To provide regular updates to, and participate in associated advisory committee meetings
- To work in collaboration and consultation with the Youth Health Services across NSW, key partners and key stakeholders, including area health services and non government organisations, in order to identify, assess and review key performance tools or measures of relevance to the CQP project
- To prepare and develop literature reviews
- To circulate relevant documents and information to promote awareness of CQP Project and disseminate findings
- To develop and maintain contact lists, resource files and databases
- To report monthly on project to the NAAH Executive Officer and CQP Advisory Committee.
- To participate in performance appraisals, develop a work plan and actively participate in regular supervision sessions
- To undertake other relevant duties as determined by the Executive Officer.

#### **GENERAL REQUIREMENTS**

- To ensure familiarity with and adherence to NAAH's policies and procedures that are relevant to the performance of duties specified in this Job description including Code of Conduct

- To understand and observe the non-smoking policy
- To demonstrate responsibility for the OH&S policies and procedures of the work place including the Occupational Health and Safety Act (2000) and amendments, Workers Compensation Act 1987 and amendments, Workplace Injury Management and Workers Compensation Act 1988 and amendments
- To report all hazards, near misses, incidents and accidents to the Executive Officer
- To participate in quality activities to improve NAAH's service delivery
- To report any suspected fraud in the workplace
- Comply with Privacy legislation

**SUPERVISION AND PROFESSIONAL DEVELOPMENT**

- Receive regular professional supervision from the Executive Officer and/or NAAH Management Committee representatives

As the incumbent of this position, I have read this Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of the NSW Association for Adolescent Health and may be required to work in any location under the jurisdiction of NAAH.

Employee's Name (please print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Executive Officer's Name (please print): \_\_\_\_\_

Executive Officer's Signature: \_\_\_\_\_