



Aboriginal Health Council of South Australia Ltd.

Position: MANAGER, SUBSTANCE MISUSE AND SOCIAL AND EMOTIONAL WELLBEING

Work group: Primary Health Programs and Public Health

Reports to: General Manager, Primary Health Programs and Public Health/Senior Public Health Medical Officer

Classification Code: 7

Employment status: Full-Time, fixed term

Contract Term: 2 years from appointment

Approval: Date:.....

Executive Board Aboriginal Health Council of SA Ltd.

JOB SPECIFICATION

1. Organisational overview

The Aboriginal Health Council of South Australia Limited (AHCSA) is the peak body representing Aboriginal community-controlled health and substance misuse services in South Australia at state and national levels.

Our primary role is to be the 'health voice' for all Aboriginal people in South Australia. We achieve this by advocating for the community and supporting workers through our Member Services with appropriate Aboriginal health programs based on a holistic perspective of health.

2. Summary of the broad purpose and characteristics of the position

The Manager, Substance Misuse and Social and Emotional Wellbeing (Manager) leads the Substance Misuse and Social and Emotional Wellbeing team in designing and delivering impactful programs, projects and strategies that enhance the wellbeing of Aboriginal people by preventing substance misuse and supporting mental health.

The position provides oversight and leadership across the key areas of smoking and vaping; alcohol and other drugs; mental health support; and suicide prevention, crisis management and aftercare. The Manager ensures these programs align with funding requirements, and other standards, while building the capacity of ACCHSs to deliver high-quality support to their communities.

The Manager works closely with key stakeholders to develop best practice approaches, advocating for the critical role of the ACCH sector in addressing substance misuse and social and emotional wellbeing issues, and ensuring the sector receives the necessary support to effectively tackle these challenges.

3. Organisational relationships and extent of authority

The Manager is accountable to and reports to the General Manager, Primary Health Programs and Public Health/Senior Public Health Medical Officer. It is responsible for managing a team of health professionals with expertise in substance misuse and social and emotional wellbeing approaches.



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The position works under limited direction and has management responsibility for the delivery of Substance Misuse and Social and Emotional Wellbeing programs and projects, in line with funding requirements, and agreed AHCSA frameworks, policies, procedures and other requirements.

The position supports all staff with information, expert advice, consultation and assistance with substance misuse and social and emotional wellbeing matters and works collaboratively with Member Services to build their capacity to address substance misuse and promote social and emotional wellbeing in their communities. It is also responsible for building and maintaining productive relationships with key stakeholders, including funding bodies.

4. Special conditions

- Requires the ability to travel intra-state and interstate, including overnight absences.
- National Police Certificate required.
- Out of hours work will be required.

5. Statement of Key Responsibilities

The Manager, Substance Misuse and Social and Emotional Wellbeing is responsible for:

Program Development and Management: *Leading the co-design, coordination, and transition (where appropriate) of priority substance misuse prevention and emotional wellbeing programs and projects, ensuring skills transfer and operational alignment with Member Services by:*

- Overseeing the co-design, coordination, transition and evaluation of evidence-based programs and projects that prevent and address substance misuse and promote social and emotional wellbeing for Aboriginal people and communities. This includes supporting a smooth transition to operations, maximising skills transfer and ensuring alignment with funding and regulatory requirements.
- Developing and managing budgets for programs and projects, ensuring efficient resource allocation and usage to optimise impact.
- Leading efforts to source new funding and pursue growth opportunities through grants, donations, or strategic partnerships that enhance program sustainability and reach.
- Monitoring the delivery of social and emotional wellbeing programs to uphold high standards of quality and effectiveness in program management, delivery, and outcomes.
- Engaging with community members to gather feedback and insights, ensuring programs remain responsive to community needs and priorities, with a strong focus on collaboration and skills transfer for sustainable outcomes.

Engagement and Partnerships: *Overseeing efforts to collaborate and partner with ACCHSs and other key stakeholders to progress substance misuse prevention and emotional wellbeing services and initiatives by:*

- Overseeing collaboration with ACCHSs to identify the issues they are facing and supports required to assist them to address substance misuse and promote social and emotional wellbeing in their communities.
- Overseeing collaboration with ACCHSs, healthcare providers, and stakeholders to foster partnerships that support and enhance the programs delivered by the Substance Misuse and Social and Emotional Wellbeing Team.



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- Leading engagement approaches with the community to gather input and feedback on substance misuse and social and emotional wellbeing services and initiatives delivered for the ACCH sector.
- Overseeing the development and delivery of workshops, information sessions and resources that support ACCHSs to address substance misuse prevention and promote mental health and social and emotional wellbeing for Aboriginal communities.
- Promoting awareness campaigns to reduce stigma and encourage individuals to seek help.
- Establishing and maintaining relationships with ACCHSs, other community-based organisations and service providers, and key stakeholders.
- Collaborating with external partners to enhance program reach and effectiveness.
- Engaging with community members to gather feedback and ensure programs are meeting their needs.
- Organising community events and workshops to promote program initiatives and build support.
- Working closely with mental health professionals, social workers, and addiction specialists to coordinate care for individuals in need.

Data Management, Monitoring and Evaluation: *Overseeing data collection, analysis and reporting to demonstrate the outcomes of substance misuse and social and emotional wellbeing programs and projects, identify opportunities for improvement and inform new approaches by:*

- Overseeing systems for tracking and analysing program and project outcomes to assess effectiveness and identify areas for improvement.
- Overseeing the preparation of reports to meet funding requirements and provide updates within AHCSA.
- Utilising data to inform program and project adjustments and strategic planning.
- Overseeing the collection and analysis of data related to community needs in the area of substance misuse and social and emotional wellbeing.

Advocacy and Advice: *Providing policy consultation and advice on substance misuse and social and emotional wellbeing issues affecting Aboriginal people and communities and promoting the role of the ACCH sector in addressing these by:*

- Advocating for support for substance misuse prevention and treatment, and mental health services and supports for Aboriginal people and communities at local, state, and national levels.
- Staying informed about emerging trends, best practices, and research in issues related to substance misuse and emotional wellbeing and facilitating knowledge sharing opportunities.
- Providing input, advice and consultation on matters requiring a policy perspective in relation to substance misuse and social and emotional wellbeing for Aboriginal people and communities.
- Promoting the work being undertaken to address substance misuse and social and emotional wellbeing for Aboriginal people across the ACCH sector.

Team Leadership: *Fostering a productive and supportive environment and providing leadership for Substance Misuse and Social and Emotional Wellbeing Team members by:*

- Developing and maintaining the Substance Misuse and Social and Emotional Wellbeing Team work plan.
- Supervising and providing ongoing support for Substance Misuse and Social and Emotional Wellbeing Team members in the delivery of programs and projects.



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- Identifying training and professional development needs and opportunities for Substance Misuse and Social and Emotional Wellbeing Team members.

REQUIREMENTS OF THE POSITION

6. Essential Skills, Knowledge, Experience, Qualifications and/or Training

6.1. Knowledge, Skills, Abilities and Behaviours

AHCSA's **Organisational Capability Framework** outlines the essential knowledge, skills, abilities, and behaviours required to succeed in each role. This framework is a critical tool for attracting, recruiting, developing, and retaining a capable, adaptable, and responsive workforce.

The framework defines core and technical capability areas. Core capabilities apply to **all positions**, and technical capabilities are specific to **particular positions** within AHCSA.

The following capabilities have been identified as vital for the effective performance of this position and will be assessed during the recruitment process. These competencies are key to ensuring success and alignment with AHCSA's goals and values.

CAPABILITY AREA	DESCRIPTORS
core capability PERSONAL ATTRIBUTES	
<i>Cultural Respect and Inclusiveness</i> Engage stakeholders inclusively, respecting Aboriginal cultural values and diverse community insights to guide actions.	- Create opportunities to improve knowledge of teams in diversity and inclusion. - Integrate cultural respect into all professional practice. - Tailor approaches to align with the cultural preferences of Aboriginal people and communities. - Identify and address culturally insensitive practices.
core capability ENABLING DELIVERY	
<i>Program and Project Delivery</i> Define project activities to achieve outcomes within timeframes and coordinate the effective implementation and operation of health programs.	- Lead and manage complex projects or programs independently. - Ensure alignment with strategic goals. - Monitor progress, adjust plans, and resolve issues to meet targets. - Implement effective and rigorous evaluation processes to inform future planning. - Lead or participate in governance processes.
technical capability SECTOR CAPACITY	
<i>Primary and Preventive Health</i> Promote wellbeing and prevent illness through a holistic approach to comprehensive primary healthcare that emphasises prevention, early intervention, and education to reduce health risks and improve quality of life.	- Develop and implement culturally responsive primary health and health promotion strategies in collaboration with Aboriginal stakeholders. - Build and maintain relationships with stakeholders to address health challenges and improve outcomes.



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6.2. Experience

- Experience in a senior management role within the health sector, with a proven track record in leading sector development initiatives, workforce capacity building, strategic planning, and building effective partnerships.
- Experience working in a senior role in public health, drawing upon a solid understanding of public health needs, priorities, epidemiology, specific trends for Aboriginal communities, and specialised knowledge in social and emotional wellbeing, mental health and alcohol and other drugs (AOD).
- Experience engaging with Aboriginal community members and key stakeholders in the field of Aboriginal health, including government and non-government stakeholders, to drive positive health outcomes.
- Experience in developing, managing and leading projects, programs and teams within mainstream health services or Aboriginal community-controlled services, with a proven track record of driving successful initiatives.

6.3. Educational/Vocational Qualifications

- Nil.

7. Desirable Experience, Qualifications and/or Training

7.1. Experience

- Experience in Aboriginal community-controlled health organisations, demonstrating a solid understanding of their operational and governance structures, cultural context, and the specific health needs of Aboriginal communities.
- Extensive experience in critically reviewing relevant research and evaluation studies, leading efforts to implement findings for practical application in organisational strategies and programs to ensure evidence based best practice and innovation.

7.2. Educational/Vocational Qualifications

- Degree or Diploma in Public Health, Health Sciences, Primary Health Care or related field.
- Master of Public Health or other tertiary qualification in a relevant field.

Acknowledged by Occupant

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Print name Signature Date

Date Created: 1/11/2024	Revision No: 1.0	Document Title: JPS Manager, Substance Misuse and Social and Emotional Wellbeing	
Date Reviewed: 23/09/2026	Document No: DOC_001	Document Owner: CEO	Page 5 of 5