Priya Moana Sinclair

Public Health Programme Officer

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Referral follow-up and programme reach

57% to 74% — Documented follow-up within 14 days across 340 referrals.

46 outreach sessions — Coordinated with seven partners, including accessible venues, interpreters and travel information.

NZD 420,000 — Tracked programme spending and brought proposed reallocations to the lead for approval.

Summary

Coordinates community outreach and referral follow-up across seven delivery partners. Owns the delivery plan and budget forecast. The programme lead approves changes to spending.

Experience

Senior Public Health Programme Officer

Rimu Reach Community Health | 2021-04 – Present

- Coordinated 46 outreach sessions with seven partners. Used attendance patterns and participant feedback to move repeat sessions to more accessible venues, then confirmed interpreter coverage and travel details.
- Agreed one definition of completed follow-up with providers and verified timestamps against a sample of their records. Documented follow-up within 14 days rose from 57% to 74% across 340 referrals.
- Designed the shared referral record with partner leads in 2025. Added evidence of a completed callback and reviewed unresolved cases monthly, so missed contacts remained visible in reporting.
- Separated committed venue and travel costs from proposed work in the monthly forecast. Coordinated changes with providers when more referrals called for resources at another site.
- Tracked activity against the NZD 420,000 budget. Asked the programme lead to approve reallocations where capacity was underused and set out the sessions, participants and travel costs affected.
- Chaired a fortnightly referral review. Assigned an organisation, action and deadline to each open referral and escalated disputed ownership to the programme lead.
- Reported reach, age of open follow-ups and delivery issues over six months. Flagged incomplete records and asked the affected sites for a focused repeat review.

Experience (continued)

Community Health Coordinator

Kōwhai Neighbourhood Partnership | 2017-10 – 2021-03

- Reviewed workshop attendance with local partners and shifted repeat sessions to locations that attendees could reach by bus. Compared participation in similar session types before recommending further venue changes.
- Maintained the volunteer and partner schedule for quarterly community workshops. Confirmed key roles and the referral follow-up contact at each site so participants could receive a response after the session.
- Consolidated feedback into follow-up themes for the programme coordinator. Distinguished access, scheduling and information needs and checked that recommendations had a partner team available to implement them.
- Tracked activity and spend for two small grants. Reconciled invoices and session records with delivery partners and prepared the supporting evidence the approved lead needed for funder reporting.

Programme Delivery Assistant

Harbour Path Community Network | 2015-08 – 2017-09

- Prepared venue bookings, participant information and volunteer rosters ahead of outreach sessions. Confirmed accessibility information with site staff and notified the coordinator when a promised facility was unavailable.
- Summarised paper feedback for the coordinator and logged issues that needed follow-up. Used participant totals and the number of returned forms so reviewers could interpret how much feedback the summary represented.

Education

Master of Public Health

Totara Institute for Community Health | 2017

Applied study in programme evaluation, public health data and community partnerships. Capstone compared definitions used to report service follow-up.

Bachelor of Health Sciences

Tidal Ridge College | 2015

Skills

Programme delivery: Community partnerships, Budget monitoring, Accessibility planning, Provider engagement

Monitoring and evaluation: Referral tracking, Programme reporting, Metric definitions, Follow-up reviews

Languages

English · Hindi