



Northern District Community Health

"Healthy, empowered and connected people in our rural communities."

POSITION DESCRIPTION

Private & Confidential

Position:	Diabetes Connect: Program Coordinator
Staff Member:	VACANT
Location:	Based in Kerang, providing services across Gannawarra Shire and Swan Hill Shires.
Job Status:	Fixed term until June 2025
Award:	Dependant on Qualification
Pay Rate Classification:	Dependant on Qualification
Employment Classification:	Dependant on Qualification
Days per fortnight:	7 days a fortnight
Position Created:	January 2024
Last Review:	April 2024
Next Scheduled Review:	December 2024

Line of Management:	
Reports To:	TL – Allied Health
Supervises:	nil
Internal Liaisons:	GM - Corporate Services GM - Community Care Quality Governance Manager Team Leaders All NDCH Staff
Qualifications:	
Mandatory	
<ul style="list-style-type: none"> Registered Nurse (RN or Division One), Accredited Practising Dietitian, Registered Medical Practitioner, Registered Pharmacist, Podiatrist, Accredited Exercise Physiologist, Registered Physiotherapist and Registered Optometrist. 	
Desirable	
<ul style="list-style-type: none"> Graduate Certificate in Diabetes Education or above 	
Key Selection Criteria:	
<ul style="list-style-type: none"> Experience in managing a health promotion program focusing on Chronic Disease. Experience in leading a multidisciplinary team in a rural environment. An ability to work both independently and co-operatively with team members. To demonstrate high developed interpersonal and communication skills, and the ability to liaise with persons from a wide range of backgrounds. 	
Purpose of this Position:	
<ul style="list-style-type: none"> To facilitate a community-based integrated care pathway for people with Type 2 diabetes who live in the Gannawarra Shire and Swan Hill Rural City Council. To act as the key contact and liaison for client, and coordinate care between providers, including to facilitate information sharing, coordinate case conferencing and ensure that all providers are working towards the same client-identified goals. To improve the health and wellbeing outcomes for people with type 2 diabetes, reduce avoidable disease progression and hospitalisation, and improve integration and coordination between primary, community and acute care services. 	
Responsibilities Specific to this Position:	
<ul style="list-style-type: none"> To manage the Diabetes Connect Program as per the Workplan which includes the planning, implementation and evaluation of the program. To provide leadership to the other health professions working in the Diabetes Connect Program. To establish and support relationships with local Medical Practices to increase the referrals into the program. 	

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- To provide a care coordination approach that connects people with the clinical and social services and supports they need to meet their health and wellbeing goals, with a focus on social prescribing and improving self-management capacity
- To provide risk adjusted interventions including health coaching, remote monitoring and virtual check-ins, with response and escalation protocols to manage clinical and or social deterioration.
- To provide a flexible and risk adjusted funding model that combines fee for service with block funding to promote better care coordination and workforce flexibility and improve access to multidisciplinary care for the management of chronic disease.

Organisational Responsibilities:

- Keep accurate records of the program deliverables as set out in any funding agreement NDCH may hold with the funder and support the provision of this data in a timely fashion.
- Apply the NDCH risk management framework to all areas of your work, ensuring assessment of risk both within your clinical work and as an employee of NDCH is carried out to minimise as far as is practicable risks that arise.
- Apply the principles of working within a diverse workplace and with a diverse community, applying the fundamentals of the NDCH Diversity Policy, the Charter of Human Rights, and the United Nation's Convention on the Rights of the Child.
- To always work within the NDCH culture, encouraging and supporting other staff to do so as well.
- To comply with NDCH Codes of Professional Conduct & Ethics.
- All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practice. Any professional bodies Codes of Conduct/Ethics/Standards should be interpreted with reference to these laws. The Codes/Standards should also be interpreted with reference to the organisational rules and procedures to which professionals may be subject. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence.
- To actively participate, as part of an inter-disciplinary team, in a cooperative manner to enhance the team functioning including in Allied Health Team Meetings.
- To work within a continuous quality improvement framework and support the agency's quality review processes, including internal systems auditing.
- To participate in annual professional development, including review of position description.
- In keeping with the principles of the Victorian Government's Child Safe Standards, embed within NDCH an organisational culture of child safety through effective leadership, and to always perform duties of this role within those standards.
- To be knowledgeable of and work within the suite of policies and procedures of NDCH, as well as NDCH's vision, mission and values.
- Be supportive of the broader NDCH team and encourage problem solving when issues arise within the culture of NDCH.
- Maintain a congenial, respectful working relationship with all colleagues as per the NDCH culture.
- If you disagree with Executive Team members on work-related policy, direction or activities, discuss your concern with your Team Leader in an appropriate setting.

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- Contribute as a member of a multidisciplinary group to the success of your team
- Attend meetings and contribute to decision making and problem solving.
- Inform your Team Leader of emerging issues that relate to you and your teams role function, advising them of your management of caseloads and job tasks towards achieving program targets.
- Provide reports and documentation to Team Leaders as requested.
- To perform any other duties as delegated by Management or Team Leader as relevant to your position and scope of practice.

Health, Safety & Wellbeing:

- All NDCH staff have a responsibility to ensure their conduct and behaviour towards clients protects the client's safety and wellbeing at all times.
- It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts or omissions in the work place.
- NDCH is an equal opportunity employer. NDCH is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- All NDCH sites are smoke free workplaces.
- NDCH promotes respectful relationships and gender equality within the workplace and in our communities.
- NDCH has a culture of zero tolerance of violence, especially against vulnerable people, children and women, and takes an active role within the workplace and the community to promote this stance.

Mandatory Information, Checks & Training:

COVID-19 Vaccination Status:

NDCH Strongly encourages all staff to be fully vaccinated and boosted against COVID-19.

Drivers Licence:

All staff are required to have and maintain a valid driver's licence. Any conditions on your licence should be indicated in your application. Any change to the conditions of your driver's licence whilst employed must be communicated to Management as soon as possible.

National Police Check:

Appointment and ongoing employment is subject to a satisfactory National Police Check. This is mandatory for all Employees.

All personnel of NDCH are required to notify Management as soon as possible of any criminal conviction within Australia or overseas.

International Police Check:

If the applicant has lived overseas for twelve (12) months or more in the last ten (10) years, an International Police Check will be required before commencing in this role.

All staff are required to sign a statutory declaration in regards to ever having, since the age of 16 years, been a citizen or resident of any countries other than Australia and been convicted of murder or sexual assault or convicted of and sentenced to imprisonment for any form of assault.

Working with Children Check (WWCC):

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It is a requirement of NDCH that all employees undergo a Working with Children Check in accordance with the Working with Children Act 2005 (amended 2016).

Child Safe Standards Training:

All staff are required to undertake the Child Safe online module with the Centre for Excellence in Child and Family Welfare to gain the knowledge and skills necessary to embed the child safe standards into their practice. This will be undertaken after commencement in your role with update opportunities made available.

Family Violence Training:

NDCH provides training opportunities for staff under the Strengthening Hospital Responses to Family Violence and, for those staff who work 1:1 with clients, Child (CISS) and Family Violence Information Sharing (FVISS) Schemes.

NDIS:

It is a requirement of NDCH that all employees undergo a NDIS Screening Check & are required to sign their commitment to work within the NDIS Quality & Safeguards Commission Code of Ethics, even if their role does not require them to provide specific disability supports.

All NDCH staff are required to undertake any training to understand and meet their obligations under the NDIS Practice Standards and other NDIS rules.

Signed in Acknowledgement:

Employee:		/ /20
Manager:		/ /20