



Northern District Community Health

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

POSITION DESCRIPTION

Private & Confidential

Position:	General Manager, Community Care
Staff Member:	Vacant
Location:	Based in Kerang
Job Status:	Full Time Position conditional on funding
Award:	Health & Allied Services Award
Classification:	HS7 (negotiable)
Hours per fortnight:	76
Position Created:	August 2023
Last Review:	
Next Review Scheduled:	December 2024

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Who We Are

Northern District Community Health (NDCH) has strong links into small rural communities developed over 30 years of service. The organisation operates out of six towns these include Kerang, Koondrook, Cohuna, Quambatook, Pyramid Hill and Boort this covers 8,000 square kilometres and approximately 16,000 people. Through working with local organisations, NDCH has been able to lead and partner in many successful initiatives that have brought better healthcare outcomes to the people in our catchment.

NDCH is a Company Limited by Guarantee and is predominately publically funded as an independent not for profit Community Health Service with a Medical Clinic attached. NDCH has a Board of Directors overseeing the implementation of the Strategic Plan that includes a focus on robust, transparent and accountable governance.

Our Purpose

Our Purpose is to improve health and wellbeing and reduce rural health inequity by working across the social determinants of health

Our vision: Building healthy, inclusive and connected rural communities

Our Team

Our Team is multidisciplinary and diverse and supports staff in the following teams: Community Care, Corporate Services, Health Promotion, Community Support, Nursing, Allied Health, NDIS and a Medical Clinic.

Purpose of this Position:

- The General Manager Community Care (GMCC) provides timely, expert and strategic information and advice to NDCH's Board, CEO and executive team to facilitate effective decisions regarding Community Care.
- The GMCC will lead teams responsible for the provision of Community Care Services across Northern Victoria. These services include Commonwealth Home Support Program, Home and Community Care (HACC), Brokered Aged Care Services, NDIS Services and Volunteers.
- The GMCC will be responsible for ensuring that all services meet legislative and regulatory obligations, NDCH policy and strategy.

Responsibilities Specific to this Position:

- Lead and manage a team of professional employees including providing direction, work allocation, professional development and performance management to ensure that staff deliver high quality outcomes and develop the capabilities to meet current and future needs.
- As a key member of NDCH's executive leadership team, the General Manager will work collaboratively with the Board, community members, relevant external agencies and government departments and will contribute to the long term strategic direction of the organisation.
- Reporting to the CEO, the General Manager Community Care will be responsible for ensuring its contractual targets and governance obligations are met.
- Lead the strategic direction, planning, decision making and overall performance of the Community Care Division aligned to business needs and organisational objectives.
- Be proactive and lead OH&S matters to ensure the organisation meets its workplace health and safety duties, including putting in place appropriate actions in a timely manner when incidents/hazards/near misses are identified.
- Lead the quality review cycles and accreditation processes and continuous improvement plans for: NDIS Commission; Aged Care Quality Standards; Home and Community Care Common Care Standards Develop and review policy relevant to Community Care team.

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- Direct the delivery of high quality strategic reporting and analysis to ensure the key strategic and operational decisions of NDCH are informed by high quality information and to meet the external reporting requirements associated with the role.
- Understand and manage information regarding sector reforms and consider the implications on future service delivery.
- Renegotiate funding agreements to respond to identified service gaps or changes in service demands together with the executive team.
- Lead the departmental communication strategies including community marketing and promotion of services.
- Oversee the delivery of NDCH Community Care brokerage contracts.
- Be familiar with the relevant awards, EBA's etc under which Community Care staff are employed.
- To participate in the NDCH budget process, led by Corporate Services.
- To provide timely access and accurate records to Corporate Services in relation to invoicing and account payment.
- Participate as a member of the Executive Leadership team and contribute to organisational decision making, planning and continual improvement to efficiently and effectively deliver programs that support organisational priorities.
- Represent NDCH as delegated at forums.
- Demonstrate and encourage behaviour in line with our values and culture.
- Prepare, monitor and report on the performance of Community Care to Board meetings and in the Annual Report.
- To ensure practice is in line with NDCH Policies and Procedures and the Board approved Delegation of Authority.
- Ensure all risks to Community Care are identified, assessed, managed and reported to the CEO and Board.
- Maintain relevant industry memberships to allow further networking and awareness of industry developments relevant to Community care.
- Other activities as agreed.

Mandatory Information, Checks & Training:

COVID-19 Vaccination Status

NDCH is required, under the Victorian Government's Mandatory Vaccination Directions, and as set out in NDCH Policy – Personnel COVID-19 Vaccination, to collect, record and hold current vaccination information about all personnel. These directions include not permitting any personnel who are unvaccinated and do not have an authorised exemption from COVID-19 vaccination onto the premises.

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:

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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.

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):

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.

All staff of NDCH are required to complete (or have completed) all training in family violence as relevant and appropriate to their role and to work within the scope of the Family Violence and Child Information Sharing Schemes as legislated in Victoria.

NDIS

For those staff providing NDIS supports:

Victoria has a 'no clearance, no start' approach to the NDIS Check. This means that a person is prohibited from being employed or otherwise engaged by a registered NDIS provider like NDCH in a risk assessed role unless the person has an NDIS Clearance or is "subject to a transitional arrangement".

Those staff working in specific disability services (NDIS) are required to undertake any training to understand and meet their obligations under the NDIS Practice Standards and other NDIS rules.

For all staff:

All staff working for an organisation such as NDCH that provides disability services 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.

Line of Management:

Reports To: Chief Executive Officer

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Supervises:	Community Care team	
Internal Liaisons:	GM – Community Health	
	GM- Corporate Services	
	Board of Directors	
	People and Culture Leader	
	Quality Governance Leader	
	Team Leaders	
	All NDCH Staff, Volunteers & Contractors	
Education, Qualifications & Experience:		
	<ul style="list-style-type: none"> Demonstrated industry experience is highly desirable. A Bachelor Degree in human services or similar qualifications so as to possess a high level of human resource management, business planning, administration skills, financial management, computer skills, record keeping, strong leadership skills and the ability to deal effectively the public. 	
Key Selection Criteria:		
	<ul style="list-style-type: none"> Demonstrated experience in similar positions and formal qualifications in human service or similar is desirable. Knowledge of community care services, particularly in relation to ongoing changes to the aged care environment. Demonstrable experience in developing/contributing to long term corporate strategies, policies, annual reports Ability to communicate clearly and effectively both verbally and in writing Demonstrable ability to provide leadership to a diverse workforce; to motivate staff; to resolve conflict; to encourage innovation and to actively demonstrate NDCH's values at all times An ability to work independently and co-operatively with the Executive and team members. To have well developed organisational and communication skills and to function with tact and diplomacy. 	
Signed in Acknowledgement:		
Employee:		/ /20
Manager:		/ /20

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