



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

POSITION DESCRIPTION

Private & Confidential

Position:	Healthy Hearts and Lungs Program Facilitator
Staff Member:	VACANT
Location:	Providing services across Gannawarra Shire, northern end of the Loddon Shire & into Buloke Shire.
Job Status:	Part Time
Award:	Stand Alone Community Health Allied Health and Managers EBA.
Classification:	Allied Health Professional – Grade 2
Hours per fortnight:	32 hours a fortnight
Position Created:	June 2022
Last Review:	
Next Scheduled Review:	October 2024

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Line of Management:
Reports To: Team Leaders – Allied Health Supervises: AHA
Education, Qualifications & Experience:
<ul style="list-style-type: none"> • A tertiary qualification in Physiotherapy or Exercise Physiology • Completed or working towards completion of Pulmonary Rehabilitation and Cardiac Rehabilitation training.
Key Selection Criteria:
<ul style="list-style-type: none"> • Recent experience in delivering a Cardiopulmonary Rehabilitation Program. • Well-developed communication skills including written, verbal and IT. • Well-developed organisational skills including reporting. • Past experience working with groups. • An ability to work independently and cooperatively with other team members.
Purpose of this Position:
<ul style="list-style-type: none"> • To be part of a team to deliver Cardiopulmonary Rehabilitation programs in the Gannawarra, Northern Loddon and support to Buloke Shire
Responsibilities Specific to this Position:
<ul style="list-style-type: none"> • To coordinate, deliver and evaluate the Cardio & Pulmonary Rehabilitation program known locally as Healthy Hearts and Lungs Program in Northern Loddon & Gannawarra Shires. • Work with health services in Buloke Shire to be aware of the Cardiopulmonary Rehabilitation Sessions in Gannawarra and Nth Loddon Shires. • To work in conjunction with the Healthy Hearts and Lungs Allied Health Assistant to deliver an effective, efficient and appropriate Cardiac & Pulmonary Rehabilitation Program in Community settings. • To ensure all relevant assessment, implementation and evaluation paperwork is completed in time for interim and final report submission to Murray Primary Health Network. • To undertake and participate with others in health promotion and education including group and community liaison programs. • To liaise with health professionals and the broader Community Health team in order that a coordinated service is available to the community. • To participate in professional development as appropriate. • To be aware of the activities of other professional community-based organisations and maintain a knowledge of community-based services. • To participate in clinical supervision and reflective practice opportunities.

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- To contribute to the accuracy of information within, as well as utilize of, Murray Health Pathways
- To refer those clients who can additionally or alternatively be best assisted by other services both within and outside NDCH.
- To inform and advise Management and your Team Leader on developments in the community counselling field relevant to the service.

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 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.
- 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 Management on work-related policy, direction or activities, discuss your concern with your Team Leader in an appropriate setting.
- Contribute as a member of a multidisciplinary group to the success of your team
- Attend meetings and contribute to decision making and problem solving.

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- 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 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:

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.

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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.

Signed in Acknowledgement:

Employee:		/ /20
Manager:		/ /20

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