



Northern District Community Health

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

POSITION DESCRIPTION

Private & Confidential

Position:	Sustainable Rural Healthcare Hubs Project Coordinator
Staff Member:	VACANT
Reports to:	General Manager Community Health
Location:	NDCH Kerang site, with travel to Hubs across the Buloke, Loddon and Gannawarra Shires
Job Status:	Position conditional on funding
Award:	SACS
Classification:	Level 6 Pay Point 3 and subject to relevant qualifications and experience.
Hours per fortnight:	80 hours with monthly Rostered Day Off
Position Created:	January 2024
Last Review:	January 2024
Next Scheduled Review:	January 2025

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Relationships and partners	
Supervises:	Nil
Internal Liaisons:	<p>General Manager Corporate Services</p> <p>NDCH Practice Facilitator</p> <p>Quality and Clinical Governance Manager</p> <p>Healthcare Hub General Practitioners, Nurse Practitioners, Nurses and Allied Health professionals</p> <p>Team Leaders</p> <p>All NDCH Staff.</p>
External Liaisons:	<p>Integrated Health Network Lead, Murray PHN</p> <p>Integrated Health Network Alliance (Project Steering Group).</p> <p>BLG Health & Wellbeing Executive Network (Project Governance Group).</p> <p>BLG Healthcare Hubs working groups.</p> <p>Monash University.</p> <p>Healthcare Hubs Practice Managers and Administration staff, General Practitioners, and practice nurses.</p> <p>Healthcare Hubs co-located/visiting nursing, allied health, and other community health professionals.</p>
Purpose of this Position:	
<p>This role is to provide a range of project supports for the effective and efficient implementation of a trial model of care for Buloke, Loddon, and Gannawarra Shires called Sustainable Rural Healthcare Hubs.</p>	
Education, Qualifications & Experience: Essential	
<p>Tertiary qualification in a relevant area, and/or equivalent professional work experience.</p>	
Key Selection Criteria:	
<p><i>Essential</i></p> <ul style="list-style-type: none"> • Experience with project management with demonstrated organisational and time management skills and computer literacy. • Expert administration skills including planning and organising meetings, taking meeting minutes, and distributing brief summaries and reports. • High level communication skills, with the ability to develop and maintain professional relationships and apply skills to negotiate conflict and other project barriers. • A demonstrated ability to work autonomously with onsite and remote access to management and supervision. 	

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- Ability and willingness to work co-operatively with multiple partners and stakeholders and with working groups and teams.
- An awareness of the healthcare barriers experienced by Aboriginal and Torres Strait Islander Peoples and commitment to ongoing learning and reflection.
- Understanding of primary health care models and systems including related funding streams and billing (Medicare Benefits Schedule).

Desirable

- Recent First Nations Cultural Safety training.
- Interest and experience with research, evaluation and/or quality improvement.

Responsibilities Specific to this Position:

- To engage new and support existing stakeholders in the Buloke, Loddon and Gannawarra Shires to participate in the project including general practices, hospitals, ACCHOs, councils, schools, government representatives, and other community-based organisations.
- To support the planning, facilitation and reporting of the governance, advisory and working groups.
- To facilitate the formalisation and management of service agreements and contracts for trial implementation, communications, and evaluation.
- To support careful data sharing as per agreed data sharing agreements and approved research ethics procedures.
- To assist with stakeholder and community communications including newsletter articles, social media posts, information session presentations, and brief verbal and written reports and summaries.
- To contribute to project reporting for funders and stakeholders including financial, activity, and performance reports.
- To support multi-disciplinary health professional engagement in the trial model of care and implementation and evaluation activities e.g. orientation and onboarding, training compliance, meeting attendance and participation.

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.

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- 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.
- 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.

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- 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 recommends employees are 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.

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 regard 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.

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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”.

All staff are required to undertake the NDIS orientation module to gain an understanding of the knowledge and skills required or necessary to embed the NDIS practical standards and rules into their practice, all staff are also required to apply for a NDIS screening check prior to commencement at NDCH.

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