

Position title	Project Officer for Residential Aged Care Facilities (RACF) of Psychological Therapy Services		
Position holder	Vacant		
Program	Business Growth		
Funded by	WVPHN		
Based at location	Stawell/Horsham		
Responsible to	<ul style="list-style-type: none"> • Program leader Business Growth • Manager Business Services • General Manager Business Support and Innovation • Chief Executive Officer 		
Direct reports	<ul style="list-style-type: none"> • NIL 		
Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
Classification	Community Development Worker Level 4 Class II(a) Pay Point 1		
Hourly rate	\$36.6184	Annual	\$72,358
Status	Full time fixed term 6 months		
Hours per week	38		
PD last updated	December 2020		

Position summary

Western Victorian Primary Health Network (PHN) currently commissions Psychosocial Therapy Services (PTS), providing evidence-based treatment for population groups that would have limited access to such services. PHN has expanded their reach to include Residential Aged Care Facilities (RACF).

The Project Officer for Residential Aged Care Facilities (RACF) of Psychological Therapy Services will establish and initiate engagement with RACFs within the Wimmera Grampians Catchment, and will develop the implementation process and documentation of the program within RACFs.

Key responsibilities

1. Initiate engagement and establish service information with Residential Aged Care Facilities of the West Wimmera Shire, Hindmarsh Shire, Yarriambiack Shire, Horsham Rural City Council and Northern Grampians Shire.
2. Develop an establishment plan outlining tasks, timing, outputs, risk management and roles and responsibilities within specific time frames.
3. Develop an introductory information pack for each RACF.
4. Develop Memorandum of Understandings (MOUs) in consultation with each RACF and GCH management that outlines the key agreement.
5. Develop a practice manual informing of service delivery, resident eligibility, referral processes, data entry and reporting requirements.
6. Promote and inform RACF stakeholders about the program.
7. Educate and build capacity of RACFs to implement service to residents; including telehealth capacity.

8. Provide supervision and support to students as required.
 9. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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Key selection criteria

Qualifications

- Relevant tertiary qualifications in Community Development, Project Management or Health Promotion

Mandatory:

- Demonstrated experience working positively and effectively with people with a mental health illness
- Demonstrated experience in project management and developing successful projects

Demonstrated skills, experience and/or understanding of:

- Strong understanding of co-design principles and ability to implement these approaches.
- Ability to build rapport and professional relationships with a range of stakeholders.
- Proven ability to develop high level professional documentation.
- Demonstrated experience to support, educate and build capacity of others.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Working with Children Check
- Disability Worker Exclusion check

Personal attributes

- Ethical and inclusive
 - Self-disciplined
 - Collaborative and supportive
 - Flexible and resilient
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Conditions of employment

This position is a fixed term 6 month project

And requires the following checks:

- Satisfactory police check
- Working With Children Check
- Clear Disability Worker Exclusion Scheme check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Chief Executive Officer approval:

CEO signature

Greg Little

Date

General Manager approval:

General Manager signature

Kate Astbury

Position

General Manager Business Support and Innovation

Date

Manager review:

I have reviewed and approve this position description

Manager

Mia Fraser

Position

Manager Business Services

Date

Employee acceptance of position:

Employee signature

Vacant

Date