



Position Description

Position Title:	Prevention & Early Intervention Coordinator
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Location: Gunditjmara Primary Health Services 3 Banyan Street, Warrnambool, Vic

Pay Rate / Award Annual equivalent full time salary range \$70,000 - \$77,000 p.a., depending on qualifications and experience, plus 9.5% superannuation, additional paid leave over Christmas / New Year shutdown period, 17.5% annual leave loading, and salary packaging

Hours of Work: Full-time position

Term of Contract: maximum term contract up to 2020

Reports to: Primary Health Care Manager

Historical Background

The Gunditjmara nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within Gunditjmara nation. Each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas are all significant cultural sites for Gunditjmara people that tells the story of our ancestor's way of life, culture and history.

Incorporated in 1982, Gunditjmara Aboriginal Cooperative is an Aboriginal Community

Controlled Organisation (ACCO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas. We work in close partnership with local government, other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of health service and social welfare and community support programs.

Overview of the Position

The purpose of this role is to support the organisation to implement and coordinate prevention and intervention activities, contribute to health promotion and provide care coordination client support and mentoring.

The role entails working collaboratively with South West Aboriginal Health Partnership member organisations, across South West Victoria.

Key Responsibilities

- Meet the following VACCHO KPIs:
 - (1) Increase health assessments of:
 - a) clients in the 40-49 age group, (Medical Benefits Scheme (MBS) item number 707) and
 - b) eligible clients MBS item number 715
 - (2) Work towards a sustainable financial Medicare (MBS) model by year 3 and continue the position in an entirely self-funded capacity in year 4
 - (3) Improve cancer screening, participation in breast, bowel and cervical screening
 - (4) Increase client referrals to relevant providers
 - (5) Establish a pathway for systematic identification and prioritising for eligible clients
 - (6) Improve documentation in the client's clinical record, particularly capturing weight, height, waist measurements and BMI, including at risk measures such as cancer screening, immunisation, including smoking and alcohol
 - (7) Increase utilization of MBS items related to chronic disease management: GP Management Plans and Team Care Arrangements, Case Conference Coordination
 - (8) Increase uptake of Human Papillomavirus (HPV) immunisation, Hepatitis B, including all adolescent vaccination
 - (9) Improve the early detection for Hepatitis B, Hepatitis C and STIs
- Coordinate six monthly reports to VACCHO reporting on the above key performance indicators, within the required timeframes
- Perform three monthly PEN Cat data extractions
- Coordinate three monthly financial reports to VACCHO capturing specific item numbers as per the reporting table in Attachment B, comparing actual income generation with potential income

- Participate in three monthly discussions with VACCHO and work collaboratively to meet the goals and objectives of the program
- Participate in six monthly discussions with VACCHO about the comparative dashboards, progress and ongoing progress
- Participate in PEIC networking groups, remote webinars and on-line discussions
- Communicate and incorporate the objectives of the Program across teams at the ACCO, clinical and non-clinical and community level
- Collaborate with local partners who have a shared interest and priorities, in particular local Primary Health Networks (PHNs), as required
- Increase capacity of health service staff to record and use health service data to support client care, priority setting and service planning
- Identify opportunities to encourage client participation in activities involving screening and early detection of risk factors and disease
Increase capacity of staff to conduct continuous quality improvement cycles using Plan-Do-Study-Act methodology
- Strengthen internal / external relationships within the clinical and non-clinical teams, including administration, allied health staff, Aboriginal Health Worker/s, Health Promotion staff, Dietician, Diabetic Educator, Physiotherapist, Pharmacist
- Strengthen partnerships with stakeholders – Central, regional and local providers, internal and external third party referrals coordination
- Increase workforce capacity for provision of opportunistic screening, early detection and care coordination
- Increase income generation and sustainability, including covering all outgoings in relation to employment of the PEIC
- Act as a portal for central, regional and local communication with ACCOs, including working in partnership with VACCHO's, in particular VACCHO PHRU teams and WForH State and Regional Coordinators

Other Duties

- Participate in a six monthly (post-employment) and then annual performance reviews with the Manager, Primary Health Services, and develop a work plan for the next twelve month period
- Participate in and attend Gunditjmara organizational meetings as directed by the Manager, Primary Health Services
- Be accountable for the effective and efficient achievement of the key responsibilities of the position.
- Be familiar with and abide by the Gunditjmara policies and procedures including Occupational Health and Safety and the Code of Conduct
- Participate in the Continuous Quality Improvement and Risk Management programmes, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal cultural awareness training
- Assist with and support internal and external audit processes
- Contribute to monthly newsletter as required
- Provide regular reports on the activities and outcomes of work undertaken, including internal reporting requirements.
- Undertake professional development to increase skills and knowledge

- Other relevant duties within the scope of this role, as directed by the Manager, Primary Health Services

Essential Skills, Knowledge, Qualifications and Experience

- Understanding and commitment to Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations
- Qualifications in nursing, health or primary health care related fields or significant work experience and training
- Clinical experience or practice in Aboriginal health or non-Aboriginal health, acute, primary or community health settings.
- Knowledge of currently available prevention and early detection (screening) services, and the barriers for Aboriginal people in accessing these services, in particular, immunisation, sexual health, oral health, tobacco control, cancer screening and chronic diseases such as diabetes;
- Good written communication skills, with proven ability to prepare a range of documents including reports, and general correspondence
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels and an ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect
- Demonstrated initiative and accountability with proven ability to take responsibility for own actions
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines

Desirable Knowledge, Skills

- Identifies as Aboriginal and/or Torres Strait Islander

Child Safety

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- undergo and attain a satisfactory police check
- be in possession of a current Working With Children Check card
- be able to attain two satisfactory employment references including, attesting to your suitability to work with Aboriginal and non-Aboriginal children

Other Position Related Information

- A current Victorian Drivers Licence is required

Guidelines for Submitting Applications

Application deadline Sunday 17 June 2017. Specific queries about the role should be directed to Julieanne Crowe, Manager Primary Health Care Services, 0438 606 072, julianne.crow@gunditjmara.org.au. All other queries and applications to Susan Kay, Human Resources: susan.kay@gunditjmara.org.au. Applications must include a covering letter, resume, 2 referees and how you meet the essential skills, knowledge, qualifications and experience of the position.