



**POSITION DESCRIPTION
PART A – POSITION OVERVIEW**

Position Title	Refugee Health Project Coordinator - <i>Outer Northern Refugee Health Network</i>	Employee name	New Position	Date	September 2017
Location	Dallas and Epping	Service Unit	HW PCP	Time Fraction	0.4 EFT

SUNBURY COMMUNITY HEALTH

Sunbury Community Health is a not for profit company limited by guarantee and registered health promoting charity. With more than 270 staff and volunteers, the Centre provides a diverse range of health and community services, including residential aged care for Sunbury and surrounding communities. The Centre receives funding from a range of sources including Commonwealth and State governments.

Sunbury Community Health operates with a multidisciplinary team structure and staff are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Staff are expected to participate as a member of SCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

SCH is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with special needs and other socially disadvantaged groups. Sunbury Community Health is an Equal Opportunity employer.

SCH is also the auspice organisation (official employer) of a number of semi-independent organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and Boilover – Inclusive Theatre Company.

HUME WHITTLESEA PRIMARY CARE PARTNERSHIP (HWPCP)

The Hume Whittlesea Primary Care Partnership (HWPCP) is a voluntary alliance of primary care agencies operating in the local government areas of Hume and Whittlesea, located in outer Northern Metropolitan Melbourne. HWPCP was established in July 2010 following a change to PCP boundaries in the northern area of Melbourne. The Victorian Department of Health funds Primary Care Partnerships (PCPs) to enable primary health care initiatives that require a partnership approach.

By working with agencies the PCP supports area based service planning by identifying overarching needs. The PCP's response encompasses local, state and national health reforms, including associated plans, reports and priorities.

Both the municipalities of Hume and Whittlesea are designated growth areas and as such are continuing to experience a rapid population growth. The PCP recognises the complexities in catchment health planning and supports coordination across a continuum of care that provides health promotion, prevention, early intervention, diagnosis, treatment, recovery/rehabilitation and palliative care.

The HWPCP Governance Group is responsible for setting the strategic priorities and overseeing financial operations of the PCP. The Governance Group (GG) is comprised of representatives from a broader growing membership of acute and community based primary care agencies.

Vision

A community whose social fabric and wellbeing is strong.

Mission

We build the social fabric of our communities through programs that help people support themselves and each other.

Values

It takes a village.....to belong and grow

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

Passionately engaged.....with our community and each other

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

We do the right thingnot just the easy thing

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

We make things happen we get things done

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

Position reports to	Wellness and Reablement Consultant North Metro Sector Development Team Coordinator	Reportable positions	Nil
Internal relationships	All staff	External relationships	<ul style="list-style-type: none"> • Community and settlement services • Public and private health organisations • Local State and Commonwealth Government departments
Position Summary	<p>The Refugee Health Project Coordinator will provide timely and effective support to the operation of the Outer Northern Refugee Health Network (ORHN) by:</p> <ol style="list-style-type: none"> 1. Providing secretariat support to the Network Group and working groups of the Network. 2. Providing Network program development and planning / policy advice, undertaking needs analysis, partnership development, completing identified projects and information resources; 3. Maintaining relationships with key stakeholders in health, community and settlement services and within key government departments; <p>The network seeks to build the capacity of the health and wellbeing sectors in the Outer Northern Metropolitan catchment of Melbourne to respond to wellbeing and health care concerns experienced by people of refugee backgrounds and address health inequality through agreed local system development and prevention action. Agreed priorities will focus on the local ethnic groups including Afghan, Tamil, Burmese, Iranian, Syrian and Iraqi migrants targeting high risk groups that have difficulty engaging with Australian healthcare services.</p> <p>In addition, the ORHN aims to improve service coordination for recent arrivals and those with more complex needs.</p> <p>The position to be filled will have a particular focus on Refugee and Asylum Seeker Health and facilitate collaboration and partnerships with stakeholders. The individual will manage projects that focus on building capacity in the local service community (Health - Acute and Primary Care, Educational, Child and Family community support, Employment and Housing) so local communities can access appropriate wellbeing and health care.</p> <p>The role requires effective engagement with relevant external stakeholders such as community, humanitarian, settlement, relevant Local State and Commonwealth Government departments and public/private health organisations, to deliver on set priorities and projects as per the ORHN Annual Plan.</p>		

Qualifications	<p>Required:</p> <ul style="list-style-type: none"> Degree qualification in health, policy or community development <p>Desirable:</p> <ul style="list-style-type: none"> A post graduate qualification in one of these areas would be well regarded. 		
Police Check Required	Yes	Working with Children Check Required	Yes
Victorian Driver's Licence:	Yes	Current First-Aid Level II:	N/A
Award / Agreement	Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015 ("the Agreement")	Classification	Grade 4
Resource Management	Nil	Total staff management (EFT)	Nil

DUTIES AND RESPONSIBILITIES

1. Network Coordination

- In active partnership with the ORHN members - coordinate the Network implementation and activities to deliver outcomes in line with the established strategic priorities.
- Lead the development and performance review of the annual Network work plan
- Lead the establishment of strategic priorities
- Establish and maintain effective, measurable and positive working relationships with key stakeholders in progressing the work of the Network
- Develop, convene and facilitate appropriate consultation formats with identified key stakeholders to inform and support the designated projects in the Work plan.
- Provide and/or coordinate secretariat support for Network and working groups of the Network including guest speaker programme, managing invitations, preparation of agendas and minutes, preparation of background papers, fact sheets and Network membership data base.

2. Project Management

- Develop and implement a range of strategies which will evaluate and strengthen local health services provision for refugees and asylum seekers in the outer northern catchment of Melbourne.
- Review existing evidence and undertake further needs analysis where needed
- Develop, plan and deliver key projects as outlined in line with funding requirements and required time frames.
- Develop and implement clear project plans ensuring project deliverables meet required time frames
- Consult and liaise with internal and external stakeholders to guide project development
- Maintain accurate and up to date records for data requirements
- Document/evaluate effectiveness of project(s)
- Develop and contribute to reports as required
- Undertake and/or support further development of existing projects and programs of work in relation to specific strategic priorities
- Document/evaluate effectiveness of identified interventions /project(s)
- Conduct forums and similar events to explore and address particular health and wellbeing concerns of refugee background communities and disseminate findings of research and other projects
- Develop print and other resources
- Research and write background papers and submissions

3. Information

- Formulate and implement effective promotional strategies to enable health and community practitioners to improve their work with refugee background clients.
- Develop and maintain the Network webpage on the HWPCP website, e-bulletin and associated electronic media and Outer Northern Refugee Health Network Service directory data base.
- Explore, research and develop other appropriate forms of electronic and other communications
- Information/Resources
- Formulate and implement effective promotional strategies to enable health and community practitioners to improve their work with refugee background clients.
- Provide relevant and appropriate information to other Refugee Health Networks across Victoria
- Develop and deliver presentations to external audiences on the work of the ORHN / HWPCP, current policy environment and the sector.

4. Administration/Reporting

- Participate in relevant HWPCP meetings, including team meetings

- Maintain electronic and hard copy files and records and fulfil data collection requirements
- Document outcomes of work undertaken to meet required reporting requirements
- Event management, resource distribution and mail outs.

5. OHS

- Maintain a safe and healthy workspace and actively support SCH's OHS program by removing hazards and addressing any issues that have the potential to cause harm.

6. General Requirements

- Provide courteous advice and assistance to clients and visitors of *HWPCP and SCH*
- Maintain effective working relationships with staff and participate in team and organisational activities as required.
- Support and value diversity at all levels within the organisation and in all services that we provide by being respectful and appreciating individuals' emotional, intellectual, physical, spiritual and experiential differences and uniqueness.
- Understand the budget constraints and where possible suggest strategies for improvement.
- Be conversant with computer systems and other technology relevant to the position.
- Carry out all other duties as directed consistent with *HWPCP Strategic Directions*.
- Apply a risk management approach to all tasks undertaken at work.

KEY SELECTION CRITERIA	
Essential	<p>Skills</p> <ol style="list-style-type: none"> 1. Demonstrated strong project design, management and implementation, monitoring and evaluation 2. Demonstrated high level communication skills both oral & written with the ability to write for a variety of audiences. 3. Demonstrated desk-based research & analysis – social research, policy analysis, system and policy analysis 4. Demonstrated Computer skills – MS Office (excel in particular), design programs, web page /content management programs 5. Demonstrated high level Interpersonal communication and action-resolution skills 6. Demonstrated Organisational skills – manage multiple deadlines and prioritise tasks 7. Demonstrated high level and complex relationship management/key stakeholder management 8. Demonstrated high level integrated understanding of Prevention, Early Intervention and Tertiary Intervention service planning design in cross cultural/vulnerable communities <p>Knowledge</p> <ol style="list-style-type: none"> 1. Demonstrated strong and integrated knowledge of Victorian health system and services, including community health, mental health 2. Demonstrated strong and integrated understanding of health and wellbeing issues facing people from refugee backgrounds. 3. Demonstrated strong and integrated understanding of the impact of refugee experiences, including torture and other trauma at the individual, family and community levels.
Highly Desirable	<ol style="list-style-type: none"> 1. Previous experience in a similar role. 2. Second ethnic community language other than English.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied during the term of your employment. Please note that in line with current work practices, work station locations will be varied from time to time across the catchment in consultation with the staff member and in response to program requirements.

Out of hours work may be required. The successful applicant will require a Driver's Licence and vehicle, as travel across the outer northern catchment will be required.

AGREEMENT:

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Name (please print):

Signature:
(Incumbent)

Date:

Signature:
(Recruiting Supervisor)

Review Date: 2018 or as required