

Position Description			
Name		Date	Nov 2021
Position Title	<b>Building Ovens Murray Agricultural sector Resilience (BOMAR) Project Officer</b>		
Department	<b>Population Health, Planning &amp; Performance – Bushfire Recovery</b>		
EBA / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017 Level 5		
Classification	Part-time: 0.8 FTE, 60.8 hours a fortnight 24-months Fixed Term Contract Initial 6-month probationary review and then annual performance appraisal		
Primary Site	Wodonga with occasional travel to other Gateway Health sites required. Regular Outreach across the North East Region into Towong, Indigo, Wangaratta and Benalla Local Government Areas.		
Reporting to	Bushfire Recovery Program Manager		
Direct Reports	Nil		
Budgetary Responsibilities	Brokerage funding		
Liaises with Internally	All Gateway Health Staff including Business Services, plus <ul style="list-style-type: none"> <li>• Bushfire Recovery Team</li> <li>• Quality &amp; Risk Team</li> <li>• Rural Health Team</li> <li>• People Working Well</li> <li>• Integrated Health Promotion Team</li> </ul>		
Liaises with Externally	This position may be expected to liaise with the following: <ul style="list-style-type: none"> <li>• Department of Fairness, Families and Housing</li> <li>• Department of Agriculture</li> <li>• Department of Health</li> <li>• BOMAR Reference Group</li> <li>• Key Agricultural Sector agencies and businesses</li> <li>• The local governments of: Wangaratta, Benalla, Towong and Indigo</li> <li>• Community service organisations in each local government area</li> <li>• Relevant peak bodies</li> <li>• Catchment Management Authorities</li> <li>• Health services in each local government area</li> <li>• Businesses across the program's catchment</li> <li>• Albury Wodonga Health Rural Outreach</li> </ul>		
Program Information	The BOMAR Program is a project funded by the Department of Agriculture, and is a place-based initiative that seeks to collaboratively build the resilience of farming communities across four local government areas in North East Victoria. The program will build on work undertaken in the previous Dry Seasons Project in the Local Government Areas of: <ul style="list-style-type: none"> <li>- The Rural City of Benalla,</li> <li>- The Rural City of Wangaratta,</li> <li>- Indigo Shire, and</li> <li>- Towong Shire.</li> </ul>		

	<p>Central to this project is the establishment and maintenance of an effective collective impact based partnership between multiple stakeholders. This partnership aims to enhance the existing successful initiatives currently occurring, while building new partnerships and relationships to identify gaps, duplication and fragmentations in effective strategies that promote resilience.</p> <p>Where there are needs or gaps relating to improving resilience identified, the program will facilitate and support new work through co-design processes with representatives from farming communities, agricultural businesses, and local place-based community organisations and services.</p> <p>The project will be integrated with Gateway Health's Bushfire Recovery Team, building on their trusted role in many of the communities targeted through this project.</p> <p>The BOMAR Project Officer will work with an Advisory Committee that has been established to provide support to the program.</p>
<p><b>Purpose of the role</b></p>	<p>The BOMAR Project will take a regional and local, place-based approach to building the resilience of farming communities in North East Victoria.</p> <p>The BOMAR Project Officer role will use a trauma-informed approach to promote personal well-being and good mental health to farming families, and identified stakeholders that interact on a regular basis with agricultural communities in the project catchment areas.</p> <p>These stakeholders may include (but are not limited to):</p> <ul style="list-style-type: none"> <li>- Agriculture based businesses,</li> <li>- Other businesses that interact with the target cohort,</li> <li>- Community organisations, with a special focus on Neighbourhood Houses,</li> <li>- Health care professionals, and</li> <li>- Teachers and Child Care Workers.</li> </ul> <p>Working with stakeholders, the role will identify current strategies to promote resilience in the relevant Local Government Areas, as well as the key (relevant) businesses and community organisations that support farming families. The Project Officer will build relationships with those stakeholders and be a source of advice, general support, and referral assistance for those times where they interact with farmers and/or members of their families that have been impacted by stressful and challenging situations.</p> <p>Wherever possible the Project officer will proactively engage with agricultural communities and representatives.</p> <p>The Project Officer role will be embedded in Gateway Health's Bushfire Recovery Team to ensure support is available to the incumbent and their work.</p>

About Gateway Health

Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).

**Vision:** People Living Well

**Our Purpose:** To provide care and services that connect the community and strengthened individual and population health and wellbeing

**Our Values:** Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services.

We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE

**Our Principles:** We *advocate for* fair and equitable access to health care and wellbeing services for all.

We *respect* the strength of individuals and the community, and their capacity to recover from adversity.

We *recognize* the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.

We *actively listen* and work alongside the community and each other to design and deliver better solutions.

We *believe* a learning culture is critical to enhancing the wellbeing of staff, clients and the community.

We *contribute to creation of* a connected and integrated health and community care system to achieve the best outcomes for our clients and community.

Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.

The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.

Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.

**Review of Position Descriptions:**

This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.

<b>Code of Conduct</b>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>• Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</li> <li>• Maintain a high professional standard and work with integrity</li> <li>• Develop collaborative working relationships</li> <li>• Communicate with respect and tolerance</li> <li>• Maintain a client focus</li> <li>• Adopt a Continuous Improvement approach</li> <li>• Work within legislative and compliance framework.</li> </ul>
<b>Key Responsibilities and Accountabilities</b>	
<b>Role Specific</b>	
<ul style="list-style-type: none"> <li>• Provide coordination support to stakeholders within the agricultural sector who have an interest in improving the resilience and general wellbeing of their community.</li> <li>• Network with government and non-government agencies and businesses that could be considered stakeholders in building the overall resilience of the communities of Benalla, Indigo Shire, Towong Shire, and the Rural City of Wangaratta.</li> <li>• Establish local working groups where relevant, to focus attention on identified areas of need. Where possible, encourage these groups to establish with the goal of remaining in operation long-term.</li> <li>• Provide advice and support to existing groups in the relevant areas, that have a focus on resilience, mental health and general wellbeing.</li> <li>• Identify and disseminate information on referral pathways into mental and general health services for individuals requiring clinical support.</li> <li>• Build strong working relationships with the police and emergency services in each area to facilitate stronger community connections.</li> <li>• Provide grant writing advice and support, where relevant, to working groups that wish to establish a presence to address social needs in their communities.</li> <li>• Attract existing, evidence based resilience programs into the region.</li> <li>• Work with the Community Recovery Committees in bushfire impacted areas to provide support and guidance in relation to resilience and wellbeing.</li> <li>• Maintain records of stakeholder interactions.</li> <li>• Participate in advisory committee meetings.</li> <li>• Escalate issues of concern to either the program manager or relevant authority.</li> <li>• Demonstrate an ability to recognise and manage your emotions whilst working with potentially traumatised individuals and communities.</li> <li>• Role model high standards of professional practice and conduct in service delivery, working in partnership with colleagues and other agencies.</li> <li>• Ensure funding and Service Agreement Targets are met, in collaboration with the program manager.</li> <li>• Complete relevant reports with the program manager that are of a high quality, and contain both qualitative and quantitative data.</li> <li>• Ensure any expenses have been previously approved by the program manager.</li> <li>• Actively participate in Professional Development.</li> <li>• Actively participate in specific supervision.</li> <li>• Complete all Mandatory training within specified timeframes.</li> </ul>	
<b>Financial Management</b>	
<ul style="list-style-type: none"> <li>• Invoices raised and processed within funding / program deadlines.</li> </ul>	
<b>People</b>	
<ul style="list-style-type: none"> <li>• Develop and maintain professional relationships with internal and external stakeholders.</li> <li>• Contribute to productive and positive team meetings.</li> </ul>	

- Positively contribute to the culture and spirit of the BOMAR and Bushfire Recovery team, and Gateway Health.
- Your behaviour is congruent with organisational values, behaviours and goals
- Contribute to the development of procedures and systems within this program.
- Positively embrace and adopt change as it occurs.
- Willingness to engage in a flexible work model that may require some out of hours work and travel.
- The ability to work from home, and via outreach to various locations, as well as some on site office work as may be required from time to time.
- A willingness to approach aspects of the job from a research perspective that will enable the timely capture of information and processes that can contribute to the resilience work being conducted in the region.

#### Technical Skills / Industry Knowledge

- Proficiency with most Microsoft programs.
- Familiarity with Zoom, Microsoft Teams and other online communications platforms.
- A willingness to learn new technologies as and where appropriate / required.

#### Generic Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation.

#### Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

### Key Selection Criteria

*Applicants MUST address the Selection Criteria below when completing an employment application*

#### **Essential**

1. Ability to behave in accordance with the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Tertiary qualifications in Social Work, Social Welfare, Psychology, Community Welfare Work or significant relevant professional experience in a related field.
3. Demonstrated ability to build and maintain professional and collaborative relationships with a variety of diverse stakeholders, within a trauma-informed framework.
4. Demonstrated ability to work with agricultural families, business, communities and place-based organisations providing support to rural communities that evidences an understanding of the needs and issues facing farming families and communities in the North East of Victoria.
5. Well-developed communication skills with the capability to prepare reports and correspondence in a manner appropriate to the purpose and audience.
6. Demonstrated skills in project management, delivering on project milestones.
7. Demonstrated understanding of issues impacting resilience and wellbeing in the agricultural sector.
8. Demonstrated experience in community engagement and facilitation.

#### **Mandatory Requirements**

9. Current Australian Drivers Licence or accepted International Drivers licence
10. Confirmation of your right to work in Australia.
11. Satisfactory National/International Police, and Victorian Working with Children Checks must be provided prior to commencement.
12. Evidence of Covid-19 vaccination must be provided.

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).

- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

**Accepted by**

(print name):

\_\_\_\_\_

**Employee**

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

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