

Position Description			
<b>Name</b>		<b>Date</b>	<b>Nov 2021</b>
<b>Position Title</b>	<b>Regional Wellness and Reablement – Project Consultant</b>		
<b>Department</b>	<b>Primary Care</b>		
<b>EBA / Award</b>	Victorian Stand Alone Community Health Services (Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2018-2022		
<b>Classification</b>	Grade 5 60.8 hours per fortnight (FTE 0.8) Fixed Term - January 2022 to June 30 <sup>th</sup> 2022 with the option of extension dependant on funding Initial 6-month probationary review and then annual performance appraisal.		
<b>Primary Site</b>	Wangaratta and Wodonga with travel across the Ovens Murray Goulburn region as required		
<b>Reporting to</b>	General Manager - Primary Care		
<b>Direct Reports</b>	nil		
<b>Budgetary Responsibilities</b>	nil		
<b>Liases with Internally</b>	<ul style="list-style-type: none"> <li>• Sector Development Team (Diversity Adviser, Regional Aboriginal Development Officer)</li> <li>• GH staff,</li> <li>• Quality, Risk/Compliance and People Working Well roles</li> <li>• Volunteers and students</li> <li>• General Practioners and Contractors</li> </ul>		
<b>Liases with Externally</b>	<p>This position may be expected to liaise with, though not limited to the following;</p> <ul style="list-style-type: none"> <li>• Victorian Wellness and Enabent Consultants</li> <li>• Commonwealth Departments of Health and Social Security Victorian Offices,.</li> <li>• Community Service Organisations</li> <li>• Regional and Local Health services</li> <li>• Disability providers in the region</li> <li>• Other Not for Profit Organisations.</li> <li>• Universities /Tertiary education sector</li> <li>• Relevant peak bodies</li> </ul>		
<b>Program Information</b>	The Regional Specialist Team is a multidisciplinary team delivering clinical and reablement services to a targeted population including older community members, people who live in high risk accommodation settings and people with chronic conditions. In addition we provide support and expert advice and guidance to the sector and its workforce across the 12 municipalities located in the Ovens Murray and Goulburn Regions.		

<p><b>Purpose of the role</b></p>	<p>The <b>Regional Wellness and Reablement – Project Consultant</b> is responsible for providing leadership, guidance and operational expert advice to the aged care sector to embed reablement practices into services delivery and care. This role works with Commonwealth Home Support Program (CHSP) funded organisations across the Hume region to deliver programs, guidance and expertise combining wellness and reablement principles.</p> <p>The role is to develop and promote collaborative partnerships within the CHSP and across the broader aged care service system. Develop and disseminate information on the CHSP and its interaction with the broader aged care system. Brokering, coordinating and delivering training and education to service providers, workforce and consumers and support the embedding of wellness, reablement and restorative care approaches into service delivery.</p>
<p><b>About Gateway Health</b></p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p><b>Vision:</b> People Living Well</p> <p><b>Our Purpose:</b> To provide care and services that connect the community and strengthened individual and population health and wellbeing</p> <p><b>Our Values:</b> 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.</p> <p>We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p><b>Our Principles:</b></p> <p><i>We <b>advocate for</b> fair and equitable access to health care and wellbeing services for all.</i></p> <p><i>We <b>respect</b> the strength of individuals and the community, and their capacity to recover from adversity.</i></p> <p><i>We <b>recognize</b> the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i></p> <p><i>We <b>actively listen</b> and work alongside the community and each other to design and deliver better solutions.</i></p> <p><i>We <b>believe</b> a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i></p> <p><i>We <b>contribute to creation of a</b> connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i></p> <p>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.</p> <p>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.</p>

	<p>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.</p> <p><b>Review of Position Descriptions:</b> This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<p><b>Code of Conduct</b></p>	<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>
<p><b>Key Responsibilities and Accountabilities</b></p>	
<p style="text-align: center;"><b>Role Specific</b></p>	
<ul style="list-style-type: none"> <li>• Guided by the CHSP Manual work with Community Aged Care service providers to understand and embed wellness and reablement and restorative care approaches in their policies, procedures, and practices</li> <li>• Role model high standards of professional practice and conduct in client centred service delivery, community aged care programs working in partnership with colleagues and agencies.</li> <li>• Exhibit a flexible and adaptive mindset to enable responses to possible changes identified by the National Aged Care Reforms and as changes are implemented in the CHSP funding environment.</li> <li>• Act as a key liaison for the dissemination and promotion of relevant resources and updates and follow up with DoH on issues raised.</li> <li>• Develop and promote wellness and reablement practice through collaborative partnerships such as relevant meetings, networks, and alliances.</li> <li>• Facilitate communication among providers; identify/share good practices and strengthen client pathways at a local, regional, and broad aged care level.</li> <li>• Support the continued implementation of the Reablement project plan with Assessment services.</li> <li>• Support CHSP service providers, including supporting providers to connect with assessment services and other service providers as part of reablement approaches.</li> <li>• Undertake other related work as negotiated.</li> </ul>	
<p style="text-align: center;"><b>Financial Management</b></p>	
<ul style="list-style-type: none"> <li>• Provide a deep understanding and level of knowledge regarding CHSP funding and targets.</li> </ul>	
<p style="text-align: center;"><b>People</b></p>	
<ul style="list-style-type: none"> <li>• Develop and maintain professional relationships with internal and external stakeholders.</li> <li>• Positively contribute to the culture and spirit of the Primary Care Team and work environment in GH.</li> <li>• Behaviour is congruent with organisational values, behaviours and goals.</li> <li>• Positively embrace and adopt change as it occurs.</li> </ul>	
<p style="text-align: center;"><b>Technical Skills / Industry Knowledge</b></p>	
<ul style="list-style-type: none"> <li>• Ability to guide community aged care services to build capacity to address wellness and reablement practices in their service delivery, and have a region wide approach of this.</li> </ul>	

- Identify and promote CHSP funded organisations understanding of wellness and reablement principles through actioning the reablement action plan, and reports.
- Prioritise support for agencies in effective implementation and operationalisation of wellness and reablement principles.
- Support CHSP funded organisations across the Hume Region with Change Management strategies to prepare and embed CHSP changes.
- Coach organisations around changes to policies and procedures to empower managers to implement these updates within their areas.
- Promote positive relationships to be built and maintained with sector support roles, CHSP funded organisations, staff and volunteers.
- Regular network and state meetings are attended, and information disseminated across sector
- Reports and action plan/ work plan are delivered on time and accordance with the DOH requirements.

### 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 to the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Tertiary Qualifications in Health or Social disciplines or equivalent experience
3. Demonstrated knowledge and understanding of restorative care and capacity building approaches in community care from a conceptual to an operational and practice level as well as reablement and wellness strategies and methodology and the Commonwealth's Wellness and Reablement initiatives
4. Excellent written and verbal communication with ability to interpret government documents, translate industry/government language for dissemination, demonstrate impact across diverse audiences and advise the community sector (organisations, funders, staff groups)
5. Understanding of training methodology and ability to demonstrate planning and implementation of required training
6. Facilitation and Change Management skills – ability to CHSP sector and possible changes relating to the Aged Care reform
7. Project management, leadership skills and the ability to work effectively, undirected and independently

#### **Mandatory Requirements**

- Current Australian Drivers Licence or accepted International Drivers licence
- Confirmation of your right to work in Australia, Satisfactory National/International Police, National Disability Inclusion Scheme Worker Check and Victorian Working with Children Checks must be provided prior to commencement.

#### **Desirable**

- 5+ years in a role influencing change
- Demonstrated knowledge and experience in the community care sector and related service systems in Victoria

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:** \_\_\_\_\_

