



Position Description

R2

DESIGNATION: Care Coordinator – HARP

REPORTS TO: Community Services Coordinator

Purpose of Position

This position funded by the Hospital Admission Risk Program. This program is a demand management strategy which aims to prevent unplanned hospital admissions or presentations to Urgent Care. The main focus of this position is to provide care coordination for complex clients, particularly medical complexity.

Key Activities

1. Specific Responsibilities:

- Complete comprehensive assessments as required by the target population.
- Formulate and contribute to care planning with clients and the multi-disciplinary team.
- Dedication to the principles and practice of person-centred care.
- Provide self-management support to clients and carers.
- Liaise with GPs, other medical specialists and Allied Health Professionals to inform care planning.
- Facilitate group self-management programs.

2. Organisational Responsibilities:

- Participate in team/departmental meetings and other organisational meetings if required.
- Participate in staff development and training if required.
- Maintain accurate records, statistics and reports as needed.
- Participate in service development if required.

Position Prerequisites

- Allied Health or Nursing Qualifications and registration.
- Current Victorian Driver's Licence

Award

Registered Nurses Award or Health Professionals Award, depending on qualifications.

Hours of Work

To be negotiated with the successful applicant.

Quality Improvement

Participate with the organisation in the Quality Improvement program to encourage excellence of care and ensure effective and safe use of resources. Participate in appropriate courses of training required by the Health Service and to share your knowledge with other staff members.

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Occupational Health & Safety

Each staff member has the right to a safe working environment and s/he should advise the supervisor of any risk or condition likely to result in accident or injury. Each staff member has the responsibility to take reasonable care of their own health and safety, to co-operate with the MDHS OH&S policies and to participate in appropriate safety education and evaluation activities.

Equal Opportunity, Workplace Bullying & Harassment

MDHS endorses the Victorian State Government Code of Conduct. Each employee has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee must adhere to Human Resources Policy 1.3 – Equal Opportunity, Sexual Harassment, Workplace Bullying and Harassment, and participate in education and training.

Infection Control

Each employee has a responsibility to minimise exposure to infection / cross infection of residents, staff, visitors and the general public. This minimisation can be most effectively achieved by all staff adhering to the policies and procedures as set out in the Infection Control Policy Manual.

Confidentiality

The employee has a responsibility to adhere to the General Administration Policies 2.5 – Confidentiality and 2.6 – Confidentiality of Patient, Client and Staff Information, as it is a condition of employment. They are required to maintain confidentiality with reference to all matters relating to the Health Service and patients of the Health Service both within the hospital and outside.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

Key Selection Criteria

- KSC1** Nursing or Allied Health qualifications, with relevant registration.
- KSC2** Ability to work effectively across the continuum of care for people with complex health care needs.
- KSC3** Ability to build partnerships with a range of different professionals.
- KSC4** Ability to use clinical knowledge and skills to identify and address opportunities for service improvement and innovation.
- KSC5** Ability to work independently and as part of a team.
- KSC6** Understanding and commitment to person-centred care and chronic disease self-management.
- KSC7** Ability to communicate in a timely and effective manner.
- KSC8** Driver's Licence.

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Other Relevant Information

- Appointment is subject to a three month probationary period from the date of commencement.
- Appointment is subject to satisfactory clearance of a current Police Records Check.
- Statements included in this position description are intended to reflect in general the duties and responsibilities of the position.
- Management may alter this Job Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur three (3) months from commencement, then annually taking account of the key roles and responsibilities outlined in this position description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

How to apply

Your application should include:

- Clearly state the **Position No.** specified on the advertisement for this position.
- A statement addressing each **Key Selection Criteria** demonstrating your ability to meet the objectives of the role. *Note: Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.*
- General **CV / resume**.
- Copies of any formal qualifications. *Note: If emailing your application, note that hard copies of your qualification will need to be produced at interview.*
- Two professional **referees**.

Applications should be sent to:

Recruitment
Maryborough District Health Service
PO Box 155
MARYBOROUGH VIC 3465

recruitment@mdhs.vic.gov.au

Authorisations

Employee	_____
Manager	_____
Director / CEO	_____