



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Better@home Coordinator **Full Time 1 EFT**

Want to have fun working for Regional Victoria's most Progressive, Inclusive and Rewarding Health Sector Environment in the most idyllic town? Then put your hand up and consider the following position.

An exciting opportunity has become available at Swan Hill District Health. We are looking for a dynamic, highly motivated team member with impeccable time management and organisational skills to join the team as a better@home coordinator. Applications are sought from experienced clinicians with a good understanding of home care processes to support and expand the current HITH program and to develop and introduce a rehabilitation in the home program for patients who can have care provided in their own home rather than being admitted. If you thrive in a fast paced environment are passionate about providing great care, and have exceptional communication skills then we would love to hear from you.

About Swan Hill District Health

Swan Hill is located on the Majestic Murray River in rural Victoria approximately 3.5 hours northwest of the Melbourne airport. We employ approximately 630 staff and service a 100 km radius area with an estimated catchment area of around 35,000 people.

Swan Hill District Health provides a wide range of clinical services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy, pathology and radiography diagnostic services.

- Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes: A professional, committed and highly supportive workforce.
- Variety in work and a sense of achievement for the community.
- Professional Development opportunities.

Want More Info?

For enquiries please contact Director of Clinical Care Chloe Keogh on (03) 5033 9250 or email: ckeogh@shdh.org.au

Applications: Applications including the names of three referees should be forwarded to: employment@shdh.org.au.

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM

Closing Date: COB: Friday 23rd July 2021

Aboriginal and Torres Strait Islander people are encouraged to apply



Position:	Better@Home Coordinator
Classification:	YW14 or equivalent
Department:	Clinical Services
Reports to:	Director of Clinical Care
Position Summary:	This position coordinates and drives the care beyond the physical hospital, supporting referrals into Acute admitted care, Subacute admitted care, and non-admitted care types within the Sub regional SHDH area extending to partnership arrangements with Kerang District Health, Sea lake and Manangatang to support this care type in the broader community.
Responsibilities:	<p>In close consultation with all members of the SHDH Better @Home steering committee, and working in conjunction with the Better@Home Loddon Mallee Lead and the Director of Clinical Care, this role will coordinate and conduct project activities that are consistent with funding and governance requirements. Specifically the role will:</p> <ul style="list-style-type: none"> • Revise, implement and monitor a plan to deliver on the Better@Home project objectives in relation to policies and procedures, training, stakeholder engagement, regional alignment, data collection and reporting, in accordance with timeframes and resources • Liaise with ICT, performance reporting unit and clinicians to embed the Better@Home data capture and reporting mechanisms • Manage relationships with external partners and stakeholders to support the development and delivery of the Better@Home project • Lead a range of promotional activities to raise awareness amongst internal and external stakeholders of the hospital position on care at home • Meet all of the internal and external reporting requirements of the Better@Home initiative.
Key Selection Criteria:	<p>Qualifications / Certificates</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current registration as a health professional and/or <input type="checkbox"/> A project management qualification and experience <p>Specialist Expertise</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrated understanding of project management principles and methods <input type="checkbox"/> Experience coordinating and conducting projects <input type="checkbox"/> Experience engaging, communicating and managing relationships with a diversity of stakeholders <input type="checkbox"/> Demonstrated skills in data capture, analysis and reporting <input type="checkbox"/> Excellent report writing skills <input type="checkbox"/> Demonstrated time management skills and ability to adhere to strict time lines <input type="checkbox"/> Demonstrated proficiency with MS Office including MS Word, Excel, and Outlook <p>Highly Desirable Skills & Attributes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awareness and understanding of the rural/regional health service context <input type="checkbox"/> Demonstrated understanding of adult learning and education with the confidence to present to small and large audiences <input type="checkbox"/> Knowledge and understanding of the family violence policy and service delivery environment in Victoria <input type="checkbox"/> Experience in driving cultural change or participating in organisation-wide development programs

	<p>Personal Attributes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to interact and communicate with a diverse range of people at all levels <input type="checkbox"/> A personal approach which is positive, enthusiastic, friendly and helpful <input type="checkbox"/> A willingness and ability to learn <input type="checkbox"/> Ability to give excellent customer service to both internal and external customers <input type="checkbox"/> Ability to work as part of a team, as well as to work independently <input type="checkbox"/> Flexibility to operate in an environment of change and continuous improvement
Salary/Award:	Salary in accordance with the Nurses and Midwives Professional agreement or the Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement</i> .
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably

	<p>practicable to your supervisor and record on VHIMS reporting system.</p> <ul style="list-style-type: none"> • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	
Current:	June 2021
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585