



Position Title: Senior Project Coordinator (VAHS Family Counselling Services)

REPORTS TO: Family Counselling Services Manager

FIXED TERM CONTRACT: 12 month contract.

DATE: December 2014

A three month qualifying period applies

DIRECT REPORTS: Nil

ORGANISATIONAL VALUES

- **Professional Integrity**

We treat all our people with dignity and respect

- **Quality**

We always strive to do our best and improve the way we do things

- **Collaborative Relationships**

We work together to achieve better results

- **Responsibility**

We commit to the actions we take to achieve the best possible outcomes for our clients

- **Client Focus**

We work toward improving the health and wellbeing of our clients and community

POSITION SCOPE

This position will be responsible for assisting the FCS Leadership Group to implement the recommendations of the *VAHS Family Counselling Service (FCS) Redevelopment, Resourcing and Service Improvement Project* and other specific projects as directed.

Working closely with the FCS Manager and Leadership Group, the position will be responsible for establishing, facilitating and supporting a number of time-limited internal Working Groups established to implement specific recommendations from the *VAHS Family Counselling Service (FCS) Redevelopment, Resourcing and Service Improvement Project*, and general quality improvement initiatives.

The position is based at the VAHS site in Preston.

BACKGROUND

In early 2014, the VAHS FCS engaged an independent consultant to undertake the *VAHS Family Counselling Service (FCS) Redevelopment, Resourcing and Service Improvement Project*. The purpose of the Project was to determine if the existing structures, infrastructure and arrangements (FCS and VAHS) support the delivery of high quality, culturally strong and safe services for clients and their families, and if not, what changes and improvements should be implemented.

The consultant presented the final report and recommendations in August 2014, and VAHS is committed to implementing all the recommendations in full wherever possible.

The role of Implementation Coordinator has been created to assist and support the FCS Leadership Group and staff to implement the recommendations outlined in the *VAHS Family Counselling Service (FCS) Redevelopment, Resourcing and Service Improvement Project Report*.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support the FCS Leadership Group

Assist the FCS Leadership Group to:

- Implement in full the recommendations of the *Report on the VAHS Family Counselling Service (FCS) Redevelopment, Resourcing and Service Improvement Project*.
- Support the implementation of the 2 new Koolin Balit projects
- Develop an Induction and Orientation package for FCS.
- Review and update FCS promotional materials and VAHS FCS website pages.
- Lay the foundations for achieving accreditation e.g. policies, procedures and systems.

2. Support and resource Internal FCS Working Groups

Provide executive support and facilitate FCS Working Groups (WG) to implement the recommendations, including

- A Policy & Procedure Working Group, established to review existing policies and procedures, identify gaps, and prepare a comprehensive set of written policies and procedures for each of the Units within the FCS that meet accreditation requirements and are consistent/aligned with relevant VAHS policies.
- A Cultural Wellbeing Working Group, established to enhance the role of culture in all aspects of FCS service delivery.
- A Medicare Model Working Group, established to develop, document and implement an agreed approach to generate Medicare income for the FCS while maintaining a client centred service model which is aligned to best practice clinical guidelines.
- A Clinical Governance Working Group, established to develop, document and implement a Clinical Governance Framework for FCS.

This role will include preparing agendas, writing up meeting outcomes, preparing reports, drafting policies and procedures and preparing complex documents.

3. VAHS Communicare Scoping Project

Support FCS staff to participate in and have input to the implementation of the VAHS Communicare Scoping Redevelopment Project. In particular, provide support where relevant to ensure FCS staff are engaged in the Project, as per scoping specifications.

4. Specific Projects

Provide project support to the FCS Leadership Group as directed e.g. Assist with the implementation of the Koori Kids review and the new Drug and Alcohol Pilot project.

5. Partnership Support

Support the FCS Leadership Group with new and emerging partnership opportunities including Austin CAMS and PARC and NAMHS. This may include documenting MOUs and partnership agreements in liaison with relevant VAHS staff, including the VAHS Policy Officer.

6. General Duties

- Maintain confidentiality in all circumstances in accordance with VAHS policies and procedures and Privacy Legislation
- To understand and promote the philosophy of the Victorian Aboriginal Health Service
- Undertake other duties, which are incidental and peripheral to the main tasks, provided

that such duties are reasonable within the employee's competence and training

7. Mandatory Requirements

- Attend unit meetings and staff meetings as required and in accordance to organisation practice.
- Observe the safe working practices you have been trained in, as far as you are able, protect your own and others' health and safety.
- Participate in on-going training when necessary
- Act at all times in a professional manner in accordance with the policies and practices of the Victorian Aboriginal Health Service

All VAHS employees must comply with the code of conduct as articulated in the VAHS Policies and Procedures

KEY SELECTION CRITERIA

- Understanding of and commitment to the Aboriginal community.
- Relevant tertiary qualifications and/or experience in project management.
- Excellent writing skills and the ability to write reports, minutes, policies, procedures, MOUs etc.
- Demonstrated experience in program planning, implementation and evaluation.
- Ability to facilitate small groups and document agreements and outcomes.
- Well-developed problem solving skills including conceptual and analytical ability.
- Demonstrated ability to coordinate projects with multiple components/competing priorities.
- Excellent written and verbal communication skills.
- Excellent computer skills.
- Demonstrated experience in delivering project outcomes in a timely manner
- Demonstrated ability to lead and work effectively as part of a team
- Demonstrated ability to work effectively with a range of stakeholders including staff and managers.
- Knowledge of and demonstrated understanding of and commitment to the principles of equity, diversity and occupational health and safety.

Aboriginal and Torres Strait Islander applicants are encouraged to apply

CONDITIONS OF APPOINTMENT

Aboriginal Community Controlled Health Services Award 2010.

Administration – Depending on experience

Remuneration will be in accordance with industry standards.

Salary packaging benefits are available.

Key Performance Indicators (KPI's) will be set on commencement. A three month probation period applies. .

VAHS is a Smoke Free Workplace

VAHS staff are required to familiarise themselves with and abide by VAHS Policies, Procedures,

including the Code of Conduct.

Successful applicants are required to have a current full Victorian driving license (unless otherwise agreed to), undergo a police check and where required for the role a working with children check.

The VAHS offer some programs / services outside of normal business hours. Staff across all VAHS sites may be required to work after hours as an operational requirement of the role if the program / service they work in operates outside of normal business hours.

Travel may be required, particularly across the various VAHS sites (Fitzroy, Preston)

I have read this document and agree to undertake the duties and responsibilities listed above. I acknowledge that:

- This position description is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me after discussion/agreement.
- The Position Description will be reviewed annually in consultation with me.

Employee: _____

Signature: _____

Date: _____