

Position Description



Director of Community Services

Position Objective

Reporting to the Chief Executive Officer, the Director of Community Services is responsible for the coordination, management and leadership of Medical Clinic; Allied Health; Mental Health and Social Inclusion; Home-Based; and Health and Fitness Services. This position is responsible for identifying, investigating and pursuing business growth opportunities for the agency. This position serves as a conduit between the Community Services workforce and the Executive and Board of Directors, serving to align operational performance with the strategic and operational objectives of the health service.

Reporting

This position reports directly to: Chief Executive Officer.

This position has the following direct reports:

- Direct line management of:
 - Home Care Coordinator
 - NDIS Coordinator
 - Medical Clinic Staff
 - Community Development Manager
 - Mental Health Team Leader (and staff)
 - Allied Health Team Leader (and staff)
 - District Nurse Coordinator

Primary Roles and Responsibilities

Requirements	COMMUNITY SERVICES LEADERSHIP <ol style="list-style-type: none">1. Manage, lead and develop Corryong Health's community-based suite of services.2. Provides strategic support and guidance in the development and implementation of workforce redesign including the development of new and emerging roles3. Be an active participant and contributing member in interdisciplinary committees and working parties at an organisation wide level as required and ensure collaboration with Director Clinical Services and Nursing to ensure clinical governance oversight is enabled4. Initiate and implement strategies and opportunities for profiling and recognising excellence (e.g. Corryong Health Values, Quality and Safety Awards, Health Round Table)5. Evaluates the quality of service provision through the comparison of patient outcomes, productivity and financial measures to key performance indicators and use business intelligence and clinically sensitive related data sets to develop strategies and plans
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	<p>PLANNING AND MANAGEMENT</p> <ol style="list-style-type: none">1. Participate in the organisational planning and implementation processes to assist in the achievement of organisational objectives, including the strategic plan.2. Ensuring the application of Corryong Health values through the respective program areas3. Effectively drive financial decisions, prioritising effectively and managing risks appropriately4. Manage budget within areas of responsibility effectively5. Actively monitors and manages the team to achieve key performance indicators6. Develop and implement service plans, performance targets, standards, policies and procedures in accordance with program and financial objectives7. Effectively manage staff within the respective programs to ensure that they maintain the skills and competencies to fulfil their roles, resources are equitably rostered and performance and development is appropriately reviewed8. Provide high-level leadership and drive the promotion of the values of the organization, present as a role model and maintain the ability to influence senior staff, executives and clinicians to foster similar priorities and values.9. Manage the day to day business and operations of the service stream to ensure that services are provided in a safe, reliable and responsive manner.10. In partnership with the Executive team, contribute to and operationalise elements of the CH strategic, business, quality and services plan.11. Actively engages with the CH enterprise risk management framework through the identification and mitigation of risks within the service.12. Proactively leads and engages in CH endorsed operational governance committees.13. Participates in the on call/out of hours roster as required <p>COMMUNITY/CONSUMER ENGAGEMENT</p> <ol style="list-style-type: none">1. Ensure engagement with consumers through the application of the Corryong Health Strategic Plan and Partnering with Consumers Plan
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	<ol style="list-style-type: none"> 2. Implement and monitor mechanisms that encourage consumers to provide feedback 3. Develop and maintain links with community groups to promote understanding and acceptance of the health service’s capabilities and upholds the strong reputation of the organisation in the community <p>QUALITY AND SAFETY</p> <ol style="list-style-type: none"> 1. Actively lead accreditation activities. 2. Seeks, implements and evaluates innovative opportunities to enhance operational productivity, and a positive patient experience. 3. Promote and implement continuous development and innovation to ensure improvement and a strong understanding of quality systems, standards and procedures, whilst proactively identifying, accepting and managing risk associated with improvements and leading the improvement by example. 4. Proactively review management systems, processes and standards for the division and implement changes to consistently improve the service. 5. Ensure legislative compliance relating to contemporary changes and according to services portfolio
<p>Efficient, Effective, Safe Service Delivery</p>	<p>Comply with organisational processes in carrying out:</p> <ol style="list-style-type: none"> 1. Continuous Quality Improvement aligned with National Safety and Quality Health Services Standards, Australian Aged Care Accreditation Standards, National Disability Insurance Scheme and Australian General Practice Accreditation Limited. 2. Timely and accurate completion of data relating to service delivery. 3. Reporting of outcomes / deliverables in line with funding agreements.
<p>Professional Conduct and Workplace Health and Safety</p>	<p>In your position, you are responsible for:</p> <ol style="list-style-type: none"> 1. The interchange and management of communication with internal and external stakeholders. 2. Compliance with organisational code of conduct. 3. Compliance with organisational policies and procedures, including infection control and confidentiality. 4. Compliance with relevant legislation such as work health and safety, equal opportunity and anti-discrimination. 5. Compliance with Code of Professional Conduct and Statement of Ethical Practice for National body relevant to this discipline.

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	<p>6. Behaving in a professionally responsible and accountable manner at all times.</p> <p>7. Compliance with Agency mandatory training Policy.</p> <p>Flexibility in working role related to changing job requirements including:</p> <ul style="list-style-type: none">• Willingness to take on activities or tasks that may fall outside of regular duties• Capacity to identify and / or respond to areas of need within the workplace on negotiation with Line Manager
Immunisation Requirements	<p>As per the Immunisation of Health Care Workers Procedure. Table 1 Risk Assessment Categories for Health Care Worker's.</p> <p>Staff Category C Vaccinate For:</p> <ol style="list-style-type: none">1. Measles/Mumps/Rubella – 2 doses2. Poliomyelitis3. Influenza (offer yearly)

Selection criteria

Essential

1. To be considered for this position you must be an Australian Citizen or Permanent Resident, or have a relevant visa allowing you to live and work in Australia with no restrictions. Corryong Health does not undertake visa sponsorship for this role
2. Possession of post graduate or-basic tertiary qualifications in health management or administration, or a willingness to work towards
3. Previous experience in a senior administration role with strong leadership skills and business acumen
4. A knowledge of health service operations and the funding models that apply to the delivery of health services,
5. Highly developed leadership skills with the ability to influence thinking, drive change, cultivate strong relationships and facilitate the provision of quality services with a stakeholder and patient focus
6. Strong alignment with Corryong Health organisational values
7. Excellent communication skills with a proven ability to communicate with honesty and fairness in a constructive manner
8. Victorian or NSW Driver's License

Desirable

1. Post graduate qualifications in leadership; management or health related fields
2. Proven understanding of the role and value of healthcare organisations in a rural environment

Additional Information

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Salary Package	Salary Packaging Available Employer Contribution to superannuation 10% Annual Leave Loading 17.5%
Hours	As per contract
Location	This position is based in Corryong
Criminal History Check	All final applicants for this position will be asked to consent to a criminal record check and a working with children check (where applicable)
ANZSCO	1399
Award / Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) Single Interest Enterprise Agreement 2016 – 2020.
Award / Agreement Pay Code	As per experience

I the undersigned agree to the conditions of this position description.

Signature

Employees Name (Printed please)