



WESTERN REGION HEALTH CENTRE LTD

POSITION DESCRIPTION

Position:	Senior Project Officer, Community Engagement
Location:	81-83 Paisley Street, Footscray (However the position may be required to work from any of the Centre's sites).
Job Status:	1.0 EFT (38 hours per week)
Conditions of employment:	Health, Community Services and Ambulance – Management and Administrative Staff (Public Sector) Award 2003 in conjunction with HSUA - Health and Allied Services, Administrative Officers - Victorian Public Sector - Multi Employer Certified Agreement 2006 – 2009.
Authority re Appointment:	Executive Manager Community Engagement, Planning and Development
Reports To:	Executive Manager Community Engagement, Planning and Development

PROGRAM INFORMATION

This role is located within a newly established unit that is responsible for ensuring alignment between the Centre's strategic and value based commitment to inclusion, and the continued development of the Centre's local communities and services.

These initiatives include the development of a community engagement and consumer participation framework, cultural responsiveness and language services programs, the Centre's integrated health promotion plan, and organisational planning and development.

The position reports to the Executive Manager Community Engagement, Planning and Development (Manager).

POSITION OBJECTIVE

The Senior Project Officer, Community Engagement is responsible for coordinating the development, implementation and evaluation of a Community Engagement/Consumer Participation Strategy and a Cultural Responsiveness Framework for the Centre.

The role will provide specific project management and leadership to the organisation on culturally focussed activities and community and consumer engagement processes that ensure the Centre is developing and implementing practice models that are culturally responsive and appropriately meet the needs of our diverse communities within the western suburbs of Melbourne.

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Date Revised: *January 2011*

POSITION REQUIREMENTS

1. Community Engagement and Consumer Participation

- Develop, implement and evaluate a Community Engagement and Consumer Participation Framework through collaborative engagement across the Centre and with input from key external stakeholders.
- Develop an appropriate structure for the re-establishment of the Centre's Community Advisory Committee to ensure it reflects community demographics, including revised recruitment and terms of reference.
- Provide ongoing resourcing and support to the Community Advisory Committee, including by ensuring that committee members receive minutes, papers and other necessary supports.

2. Cultural Responsiveness

- Lead the development, implementation and evaluation of a Cultural Responsiveness Framework across the Centre that includes recommendations from the Centre's 2010 Cultural Competence and Language Services Reviews, and meets funding and other requirements.
- Provide ongoing resourcing and support to the internal Cultural Competency Advisory Committee, including by ensuring that committee members receive minutes, papers and other necessary supports.
- Actively participate in the Centre's other internal committees relevant to this work, including for example the Bi-lingual Staff support network and Indigenous working group.

3. Position-specific Organisational Requirements

- Work cross-programmatically to build the capacity of WRHC staff to understand, be engaged with and involved in the Centre's community engagement, consumer participation and culturally responsive initiatives.
- Provide mentoring, advice and guidance to WRHC staff.
- Meet internal and Department of Health reporting requirements.
- Participate in external forums and strengthen partnerships with a variety of stakeholders to ensure WRHC strategies are linked with and responsive to population health trends and activities across the Western Region.
- To develop and review the Centre's community engagement, consumer participation and culturally responsive policy, guidelines and procedures.

4. General Organisational Requirements (standard)

- Participate in strategic planning and development activities as required.
- Participate in WRHC research & evaluation projects as required
- Report on all areas of responsibility against performance targets as required.
- Undertake specific projects or tasks as directed by the line manager
- Maintain information systems on relevant resources and implement relevant administrative procedures and systems.
- Participate in regular supervision meetings and an annual Individual Development Review process with the line manager
- Maintain and develop standards of practice and skills by pursuing internal and external professional development opportunities.
- Promote and represent the Centre as a caring, professional, and client-focused organisation, and its range of primary health and social support services.
- Adhere to Workplace Health Safety and Well Being standards within the organisation.
- Participate in the identification of risks to the program and organisation.
- Adhere to all Centre policies and procedures

5. Commitment to the philosophy of Western Region Health Centre (standard)

- Commitment to the philosophy expressed in the centre's vision, goals and values statements
- Commitment to work within a community focused whole of population health approach, recognising the importance of providing a medical model within a holistic health response

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- Commitment to working within a service which includes targeting of marginalised communities
- Commitment to providing services in a manner that is sensitive to the cultural background of clients.

KEY SELECTION REQUIREMENTS

Applications are invited from suitably qualified and experienced people addressing the following areas:

Mandatory:

1. Relevant tertiary qualifications.
2. Demonstrated knowledge and experience in community engagement, development, and capacity building particularly with culturally diverse communities
3. Sensitivity to, and understanding of, the needs of clients from culturally and linguistically diverse backgrounds.
4. Excellent presentation, negotiation, advocacy, organisational and time management skills
5. Demonstrated excellent written skills ability to produce project plans, briefs, reports and other written communication for a range of audiences
6. Experience managing complex projects including needs assessment, community consultation, planning, implementation, and evaluation
7. Demonstrated leadership and experience in developing and supporting partnerships with a wide range of stakeholders to ensure improved community health outcomes
8. Computer literacy - sound knowledge of IT systems and relevant software.
9. Current Victorian Driver's Licence.

Desirable:

1. Knowledge of the Western Region and relevant services.
2. Ability to speak a relevant community language.
3. Knowledge of State wide Language Services.

OTHER RELEVANT INFORMATION

- WRHC is an equal opportunity employer
- **Pre-Existing Condition Declaration**
Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
- **Proof of Right to Work in Australia**
Documentation that proves the right to work in Australia will be required prior to appointment
- A pre-employment police check is mandatory for all new employees
- **Working with Children Check** - Appointment to the position will be subject to a satisfactory Working with Children Check
- Probation period of three (3) months
- Employees are requested to comply with the Centre's policy on staff immunisation

Employee signature: _____

Employee name: _____ Date: _____

Manager signature: _____

Manager name: _____ Date: _____