



## Primary Prevention Coordinator

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<b>POSITION:</b>	Primary Prevention Coordinator
<b>REPORTS TO:</b>	Executive Officer Inner East Primary Care Partnership
<b>CLASSIFICATION:</b>	Victorian Stand – Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015.
<b>TIME FRACTION:</b>	1.0 EFT Permanent subject to ongoing funding (Part time negotiable)
<b>APPROVED:</b>	January 2018 - Executive Officer IEPCP
<b>REVIEW:</b>	January 2019

### ORGANISATION

Inner East Primary Care Partnership builds strong partnerships across the Inner East of Melbourne to improve the health and wellbeing of residents in Boroondara, Manningham, Monash, and Whitehorse.

These strong partnerships with our stakeholders enable us to lead collaborative prevention and service improvement across the sector, fostering healthy communities and delivering equitable and positive outcomes to these communities.

Together with our partners we listen and connect, collaborate and resource to effect positive change across the Inner East. With skill, knowledge of local organisations and expertise we enable change and better outcomes for some of our area's most vulnerable communities.

Inner East Primary Care Partnership is funded by the Department of Health and Human Services, it reports to an Executive comprised of representatives from partner organisations. As an unincorporated body IEPCP does not have the contractual capacity to employ staff. As funds holder on behalf of IEPCP, Carrington Health is the employer of all IEPCP staff. Carrington Health is committed to creating and maintaining a fair and inclusive working environment which fosters diversity among employees, and aims to provide a sustainable work-life balance which encourages staff to maintain work-life balance throughout their career.

Carrington Health acknowledges that providing an inclusive, supportive workplace environment is mutually beneficial and a key advantage for our organisation.



Carrington Health (CH) works within a Social Model of Health framework and promotes the Active Service Model in delivering a range of services and programs in response to identified population health needs within the Whitehorse community.

### **About the role**

The Prevention Coordinator is responsible for leading, co-ordinating, facilitating, and contributing to a broad range of prevention strategies across the sub-region and region as well as facilitating working groups to progress specific IEPCP and member generated initiatives.

### **Organisational:**

- Participate in programs, meetings and activities that contribute to the ongoing improvement of the CH as negotiated with line manager;
- Participate in the performance management system including the development and monitoring of an individual work plan and annual performance review.

### **Duties, Responsibilities & Tasks:**

- Support integrated planning and collaboration of prevention work across the sub-region and region.
- Resource partner agencies and build evidence based contemporary practice
- Provide advice and expertise to member agencies on a wide range of evidence based practice for health promotion including evaluation of local health needs and qualitative and quantitative evaluation
- Work collaboratively and flexibly as part of a small, dedicated IEPCP team.
- Participate in Department of Human Services Regional and State-wide meetings and initiatives relating to prevention
- Liaise with the IEPCP Executive Officer, IEPCP colleagues, agencies, consumers and other relevant parties to ensure that efficient and effective information exchange occurs across the PCP membership and the broader community.
- Contribute to the development of prevention plans and policies and prepare reports and communiques to the IEPCP Executive Officer for the Executive Committee of IEPCP and member agencies to facilitate improved communication across the catchment.
- Prepare timely and accurate reports for Department of Health and other funding bodies as required.
- Assist with other IEPCP activities as required.

### **Management & Administration:**

- Contribute to IEPCP communication platforms appropriately (website, e-bulletin)
- Organise appropriate and timely data collection, analysis and reporting.
- Participate in internal and external meetings as delegated.



- Ensure maintenance of professional standards of activities.
- Participate in ongoing professional development activities.
- Engage in supervision and support of students and project staff as requested.
- Participate in staff performance review.
- Understand and uphold the organisation's Values and Behaviours at all times
- Maintain administrative records as necessary to support IEPCP business activities.

#### **Occupational Health and Safety:**

- Follow and promote safe work practices, procedures and instructions as per CH policies and procedures;
- Perform all duties in a manner, which ensures personal health and safety and that of others in the workplace;
- Report all hazards or incidents that cause or may cause harm;
- Undertake required training in fire and emergency evacuation procedures as required by CH;
- Ensure a safe and clean work environment according to quality standards.

#### **General**

- The staff member will undertake other duties as required by their line manager.

#### **REPORTING RELATIONSHIPS:**

**Direct Reports:** Nil. May have responsibility for students from time to time.

**Internal Relationships:** Reports to the Executive Officer, Inner East Primary Care Partnership.

Works within the IEPCP team and collaborates with team members.

**External Stakeholders:** Health and community services in the local government areas of Boroondara, Manningham, Monash and Whitehorse, including Local Government, Community Health and a wide range of local services. Department of Health and Human Services Eastern Division, Outer East PCP.

#### **QUALIFICATIONS AND EXPERIENCE:**

##### **Mandatory Qualifications**

- Tertiary qualifications in health promotion or public health
- Minimum four years' experience working in health promotion, preferably in a community setting
- Current driver's licence valid for use in Victoria



### **Desirable Qualifications**

- Post graduate qualifications in health promotion or public health
- Community development experience

### **Values, Experience and Skills**

- Commitment to organisational values
- Strong engagement, collaboration, leadership and influencing skills.
- A team player who values the contribution of others
- Commitment to working as a member of a multi-disciplinary team.
- Demonstrated ability to be flexible, responsive to change with an interest in ongoing learning.
- Commitment to the principles of continuous quality improvement.
- Highly motivated, self-starter with a professional and proactive approach to work.
- Excellent communication and interpersonal skills particularly in facilitating groups and workshops and intra-organisational collaboration.
- Well-developed organisational and time management skills.
- Strong report and submission writing skills for a range of audiences.
- Demonstrated computer skills in MS Office programs.
- Demonstrated ability to exercise sound judgment in selecting appropriate action/s in problem solving.
- Capacity to take initiative and engage in the planning, implementation and evaluation of programs and projects.
- Computer literacy.

### **Other Organisational Requirements**

- Current National Police Check
- Working with Children Check – If required by Law
- Evidence of Current immunization status – if required by Law

### **Police Records Check**

- CH have adapted a policy to ensure that appropriate safety screening processes are adopted in the recruitment, selection, and employment of staff regarding police record checks and Working with Children checks for staff employed by the Carrington Health, and also volunteers and contractors in direct client contact.
- An applicant will not automatically be precluded from a job or placement on the basis of having a police record. Rather consideration will be given to the relevance and timing of the offence in relation to the job or placement;
- The results of police records checks and Working With Children Checks are to be treated in the strictest confidence and adhere to privacy legislation and principles and DHS Funding Guidelines.



**KEY PERFORMANCE OBJECTIVES**

**Key performance objectives as negotiated through work plan development.**

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I understand the role, duties and responsibilities as outlined above.

\_\_\_\_\_ Date: \_\_\_\_\_

Manager \_\_\_\_\_ Date: \_\_\_\_\_



## KEY SELECTION CRITERIA

*Please ensure you address the key selection criteria in your application.*

### Key Selection Criteria

1. Experience in developing, leading and coordinating **effective** collaborative partnerships with groups of professionals, and ability to work across a range of organisations including Local Government, Community Health, and the Community sector.
2. Demonstrated application of contemporary theory and evidence based practice in population health planning, program implementation - particularly in place-based settings, and evaluating health promotion strategies - including through a collective impact approach, and an understanding of the current Victorian policy context.
3. High level communication skills, and experience in leading health promotion capacity building and supporting the development of evidence based practice and codesign.
4. Ability to work with autonomy, as well as part of a dynamic team.

### Highly desirable

Specialist knowledge of Prevention in the areas of: Men's violence against women, Healthy eating, Alcohol harm minimization, and Social inclusion will be highly valued.