

Position description

Position	Coordinator Regional Assessment Service (RAS)		
Purpose	To be responsible for coordination and delivery of Regional Assessment Services for the Partners 4 Health Consortium using a collaborative approach which provides individual, holistic home support assessments to older persons in the South Brisbane, North Brisbane and Caboolture regions.		
Approval date	4 June 2020	Approved by	Abbe Anderson

Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km² of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region.

Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed twice a year formally and on an ongoing basis informally with team members and managers.

Role-specific

- coordinate and support the consortium's governance structure arrangements, build and maintain working relationships to foster collaborative partnerships and coordinate consortium meetings, training opportunities and events
- coordinate quality improvement projects, monitor performance and quality compliance activities, identify opportunities and provide leadership for continuous quality improvements in service delivery and the management of the consortium's resources

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- ensure suitable policies, procedures and resources are in place to manage the programme's contractual, due diligence and reporting requirements
- lead the development and implementation of best practice, processes, policies, resources and tools within the wellness and reablement model
- effectively manage RAS workflow and monitor performance and compliance activities including effective and ethically managed business allocations that maintain appropriate separation to ensure no real or perceived conflict of interest
- actively engage with relevant stakeholders to identify issues and service gaps, provide sector support and improve services access and provision for consumers
- provide support and direction to the Central Intake Officer and Program Support Officer | Healthy Ageing for day-to-day operations of the program.

General

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives

Reporting relationships

Relationships

Reports to: Manager | Healthy Ageing

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- a bachelor level or higher degree in business, health management or related health discipline
- experience in an assessment delivery environment and a demonstrated understanding and knowledge to apply a wellness and reablement model of care
- ability to deliver consistently professional and collaborative services and quality outcomes
- experience in creating and sustaining networks and collaborative mechanisms that achieve results, with a preference for experience in community care.

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)