

Position description

Position	Project Coordinator (Care Finder) Healthy Ageing		
Purpose	Coordinate the delivery of Aged and Community Care projects and initiatives to improve the health and wellbeing of the community and the broader aged and healthcare systems and services.		
Approval date	29 July 2022	Approved by	Libby Dunstan

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.

The PHN's values:

- **Collaboration:** We build strong and enduring relationships to achieve our shared goals
- **Diversity:** We are inclusive, fair and responsive to different needs
- **Integrity:** We are transparent, respectful and work to the highest standards
- **Courage:** We lead new approaches, learn and improve
- **Impact:** We deliver outcomes for our community.

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 once a year formally and on an ongoing basis informally with team members and managers.



www.brisbanenorthphn.org.au

Level 1, Market Central
120 Chalk Street, Lutwyche QLD 4030
PO Box 845 Lutwyche QLD 4030
t 07 3630 7300 f 07 3630 7333

Role-specific

Work collaboratively with the Project Lead to coordinate the care finder program to:

- support the commissioning and contracting of care finder services
- ensure compliance with mandatory training
- conduct regular meetings with commissioned service providers to support contractual arrangements
- establish and facilitate community of practice meetings with providers to maintain partnerships and relationships, support the effective implementation of care finder services and maximise consumer outcomes
- develop, implement and maintain processes to meet data collection and reporting requirements and manage data integrity
- support the ongoing evaluation and continuous improvement of the care finder program by identifying quality program improvements
- develop and deliver activities to promote and raise awareness of care finder services with potential referrers, intermediaries and the target population
- assist the integration of the care finder network into the local health and aged care systems
- embed referral pathways so that people are referred to the most appropriate service for their needs
- foster linkages with Trusted Indigenous Facilitators, other navigation services and complementary specialist support services
- keep up to date with program and policy updates and facilitate appropriate actions.

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: Team Leader | Healthy Ageing

Direct reports: Nil

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

- tertiary qualifications in a health or social care related field (highly desirable)
- experience in coordinating projects or programs and improving outcomes for consumers
- experience and knowledge of diverse populations and the aged care system
- experience in building and maintaining collaborative relationships with a broad range of stakeholders
- experience in analysing and synthesising complex information and presenting verbally and in writing via briefing notes, reports, presentations
- high level interpersonal and written communications skills
- high level skills in Microsoft Word, Outlook, Excel and PowerPoint.

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.)