



POSITION DESCRIPTION

POSITION TITLE:	Project Worker
CONTRACT:	Fixed Term Position to 15 December 2017
HOURS:	45.6 hours per fortnight (0.6 EFT)
PREPARED BY:	Executive Officer, Bendigo Loddon PCP
DATE:	23 January 2017
REPORTS TO:	Executive Officer, Bendigo Loddon PCP

BACKGROUND

Primary Care Partnerships are funded by the State Government to support the strengthening of partnerships between Local Government, Health and Community service organisations within allocated Local Government areas. The Bendigo Loddon Primary Care Partnership (BLPCP) is a consortium of primary health care service providers situated in the City of Greater Bendigo and Loddon Shire local government areas. The population of this area is approximately 110,000 people.

The Partnership includes major health, primary care and community service providers, and local government authorities, in the catchment. The Bendigo Loddon Primary Care Partnership is one of five PCPs in the Victorian Department of Health Loddon Mallee Region and one of the nine PCPs geographically covered by the Murray Primary Health Network funded by the Commonwealth from July 2015.

ORGANISATIONAL CONTEXT

The Bendigo Loddon Primary Care Partnership is committed to developing a high quality, integrated and accessible primary care service system that is responsive to the broad needs of the Bendigo and Loddon communities. Our Partnership is guided by the principles of trust, cooperation, collaboration, inclusion, equity and respect.

The core business areas of the Bendigo Loddon Primary Care Partnership are Prevention, Early Intervention and Integrated Care, Client and Community Empowerment, Service Coordination, and Partnership Building focusing on the high priority population groups of Aboriginal People, Children and Young People, and Older People.

The Bendigo Loddon Primary Care Partnership staff team is supported by Bendigo Community Health Services on behalf of the Bendigo Loddon Primary Care Partnership Board. This support includes Employment and HR services, IT connections and communications, and Finance services. The Bendigo Loddon PCP is located in its own offices with Beck Legal at 165-171 Hargreaves Street, Bendigo and employment for this position will be administered through Bendigo Community Health Services (BCHS) on behalf of Bendigo Loddon PCP.

THE ROLE

The position is grounded in community development and Health Promotion incorporating active participation in Partnership work across the City of Greater Bendigo and Loddon Shire.

Position Purpose

The purpose of this position is to lead the work in the Prevention Domain and work with other PCP staff to support the member organisations in implementing and evaluating the Bendigo Loddon PCP Strategic Plan 2013-2017.

The Project Worker will have a primary focus on leading and supporting prevention activities across the catchment particularly with “Integrated Health Promotion” funded agencies, supporting the Prevention Coordination and Working Groups, the preparation of case studies, designing and collating evaluation processes, preparation of accountability reports, and participating in Prevention collaborations in partnership across the LMR PCP network. Within the Prevention Domain the current Prevention priorities for collaborative work are:

- Healthy Eating and Active Living
- Mental Health
- Family Violence

KEY FUNCTIONS AND RESPONSIBILITIES**1. Partnership Building**

- 1.1. Build local health promotion leadership and collaboration within the PCP and with other key stakeholders as indicated.
- 1.2. Develop robust and flexible partnerships with member organisations to encourage collaborative opportunities and enable integrated place-based responses to local needs.
- 1.3. Facilitate workforce development and quality improvement through supporting leadership and capacity building within member organisations.
- 1.4. Continually strengthen engagement and active participation in PCP processes and activities with relevant stakeholders.
- 1.5. Build the capacity of the partnership to operate in an integrated way as part of best practice.
- 1.6. Facilitate meetings and work force development presentations and workshops as required.
- 1.7. Support and lead where necessary Prevention partnerships across the LMR PCP network.
- 1.8. Support the partnership to remain informed about best practice and up-to-date evidence of need for the Bendigo Loddon catchment.
- 1.9. Ensure the Executive Officer is kept informed of the project work and all issues that pertain to the Strategic Plan.

2. Partnership Implementation

- 2.1. Attend, support, facilitate, plan with and advise:
 - Healthy Eating and Active Living Working Group (HEAL)
 - Mental AZ Network and working group (MAZN)
 - Setting the Groundwork Project Reference Group (Family Violence)
- 2.2. Participate in the Department of Health and Human Services Prevention Network Meetings.
- 2.3. Attend the following forums when available:
 - Loddon Mallee PCP Regional Forum.
 - LMR PCP Prevention Network

- Vic PCP Statewide Prevention Network.

3. Prevention

- 3.1. Promote the understanding of Prevention at a population health level in the work with partner organisations
- 3.2. Support collaborative effort by Integrated Health Promotion funded organisations to address commonly agreed priorities and shared evaluation measures.
- 3.3. Strengthen approaches to address disadvantage and health inequality with a focus on the social determinants of health.
- 3.4. Remain updated about best practice and evidence of need for the Bendigo Loddon catchment, within the statewide context, to inform Prevention planning,
- 3.5. Ensure reporting and accountability requirements for BLPCP Board and funding bodies are met .
- 3.6. Seek opportunities to promote the achievements of the Partnership, for example: Board reports, local publications, journal article publication, Statewide PCP promotion bulletins.

KEY SELECTION CRITERIA

1. Demonstrated strategic and systems thinking abilities.
2. Demonstrated commitment to and understanding of the key elements of successful collaborative working relationships.
3. Understanding of the theory of evaluation and experience in the evaluation of programs, projects and initiatives.
4. Capacity to communicate effectively and interact with a range of people and organisations at different levels.
5. High quality of work with ability to prioritise and having exceptional organisational skills.
6. Demonstrated professional writing skills and evidence of successful submission writing an advantage.
7. Demonstrated Project management experience.
8. Demonstrated accountability reporting experience.
9. Ability to work effectively as part of a small team and also to be self motivated and self directed.
10. Skills in Microsoft Office software with ability to provide high quality administrative support to Task Groups and Committees.
11. A degree in public health or a related qualification.

OTHER

1. Current driver's license.
2. Relevant tertiary qualification.

3. Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
4. Sign the pre-existing Injury/Disease Declaration.
5. Present a current Working with Children Check (if required).
6. Receive and comply with the BCHS Code of Conduct.
7. Comply with BCHS Privacy Policy and Procedures.

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Approved: Eileen Brownless
Executive Officer - Bendigo Loddon Primary Care Partnership

Date:/...../.....

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Agreed: Project Worker

Date:/...../.....