

POSITION DESCRIPTION

POSITION:	Regional Program Officer
AREA:	Program Delivery
REPORTS TO:	Workforce Manager Outreach
DIRECT REPORTS:	N/A
CLASSIFICATION:	Level 4

RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV creates sustainable health workforce models that support Victoria's rural, regional and Aboriginal communities. We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

OUR MISSION

Develop and deliver solutions to enhance rural, regional and Aboriginal communities' access to health workforce.

OUR VALUES

It is integral for all of our employees to share in our values of **respect, trust, accountability, collaboration** and **innovation**.

YOUR ROLE

The primary function of your role as Regional Program Officer is to implement, coordinate and maintain the service delivery of the Victorian Outreach Services including, Visiting Optometry Scheme, Indigenous Eye and Ear Health, Medical Outreach Indigenous Chronic Disease Fund and Rural Health Outreach Fund, in rural, regional and Aboriginal and Torres Strait Islander communities across Victoria.

The role is also responsible, with the support and direction of RWAV Management, to engage and collaborate with organisations who share the objective to support and develop the current and future primary health workforce.

KEY RESPONSIBILITIES

- Work with regional stakeholders to identify and prioritise local health needs and plan appropriate services that align with need and health priorities
- Coordinate regional, rural and Aboriginal and Torres Strait Islander communities Outreach services and initiatives set out by the Department of Health, in line with current and future identified community needs
- Administer the implementation and management of Annual Activity Work Plans for an allocated region including recruitment, communication, program promotion, evaluation, and service and contract management activities

- Conduct ongoing monitoring and review of outreach funded services to ensure their effectiveness, efficiency and appropriateness, in line with services' budgets and expenditure and corresponding contractual obligations
- Develop strategies and projects that enable organisations to address and maintain workforce capacity
- Collaborate with RWAV's Workforce Teams to achieve common goals and outcomes including identifying and addressing regional workforce needs
- Liaise with primary health care providers, private service providers and health services to maximise service co-ordination and collaboration with a holistic and team based focus to improving health outcomes
- Support Aboriginal Community Controlled Health Organisation Care Coordinators funded by RWAV to enhance the coordination of service delivery and improve attendance rates at outreach clinics
- Coordinate and participate in stakeholder engagement and consultation activities to enhance service delivery outcomes of Outreach programs across the region
- Establish and/or maintain relationships with key stakeholders within the region and encourage linkages between service providers to determine appropriate service delivery models
- Provide care coordination to clients under the EESSS program for their region including ensure that appropriate administrative support is provided:
 - to both the patient and nominated carer for access through the referral pathway
 - at the outreach location
- Develop and implement new and/or service expansion proposals, variations to proposals and related budgets consistent with program standards and guidelines
- Identify and coordinate Aboriginal and Torres Strait Islander Cultural Awareness training for service providers
- Ensure VicOutreach Program Administrators are provided with duties and tasks to be undertaken in respect of the programs
- Work closely and collaboratively with other members of the VicOutreach Team
- Other duties as directed

SELECTION CRITERIA

- Health related tertiary qualifications and/or demonstrated extensive relevant experience with project / program planning, development, implementation and evaluation
- Sound knowledge and understanding of the specific health, cultural and social issues facing Aboriginal and Torres Strait Islander people
- Sound understanding of the issues relating to holistic client care and the importance of integrated networks between Aboriginal Community Controlled Health Organisations, mainstream GPs, primary and secondary care
- Demonstrated sound understanding and skills in the implementation and monitoring of contractual requirements, the preparation of reports and related budget monitoring
- Strong stakeholder engagement skills with demonstrated high level experience in stakeholder liaison, collaboration and negotiation and building positive relationships
- Demonstrated high level organisational skills and the ability to manage time and prioritise effectively and efficiently with a high degree of professional autonomy, exercise initiative
- Demonstrated customer service and client management experience
- Strong written, verbal communication and interpersonal skills at all levels including internal and external stakeholders, health professionals, community members and patients
- High level computing skills with demonstrated knowledge and proficiency in using Microsoft Office
- Ability to use databases including the input, collection, analysis and interpretation of data for evaluation and reporting purposes
- Hold a current driver's licence with the ability to travel to regional and rural Victoria on a regular basis

DESIRABLE

- Experience working with Aboriginal and Torres Strait Islander Community Controlled Health Organisations in a culturally safe manner
- Experience working in Rural Health
- Sound knowledge of Federal and State initiatives including 'Closing the Gap' and Korin Korin Balit Djak: Aboriginal Health, Wellbeing and Safety Strategic Plan. Strong understanding of the social determinants of health and their impact on rural, regional and Aboriginal and Torres Strait Islander communities

REVIEWED:	December 2018
CONDUCTED BY:	General Manager Program Delivery
APPROVED BY:	Chief Executive Officer
NEXT REVIEW:	December 2019

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----