

## POSITION DESCRIPTION

<b>POSITION:</b>	Program Officer - Outreach and Regional Services
<b>AREA:</b>	Strategy and Stakeholder Engagement
<b>REPORTS TO:</b>	Team Leader – Victorian Rural Outreach Services
<b>DIRECT REPORTS:</b>	N/A
<b>CLASSIFICATION:</b>	Level 3

### 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

To apply contemporary workforce development strategies that advance rural, regional and Aboriginal Victorians’ access to high-quality health care.

### OUR VALUES

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

### YOUR ROLE

The primary function of your role as Program Officer – Outreach and Regional Services is to implement, coordinate and maintain the service delivery of the Victorian Outreach programs in rural, regional and Aboriginal and Torres Strait Islander communities across Victoria.

### KEY RESPONSIBILITIES

1. Provide expert and timely advice to the manager on the coordination of the Outreach underspend programs and services in rural Victoria in accordance to the program guidelines, service delivery standards .and contractual requirements.
2. Collaborate with VACCHO and Aboriginal Community Controlled Organisations to enhance the design and implementation of new strategies to enhance the delivery of Outreach programs in Victoria.
3. Work with regional stakeholders to identify and prioritise local health needs and plan appropriate services that align with need and health priorities.
4. Provide support to Victorian Outreach programs administered by RWAV as required.

5. Coordinate all aspects of project delivery for Victorian Outreach programs including the development of briefing papers, submissions, reports, events, meetings, evaluations and stakeholder correspondence, including ensuring the programs are implemented.
6. Initiate and maintain effective engagement with internal and external stakeholders to support the effective delivery of relevant learning and development opportunities.
7. Design and implement new strategies to enhance communication and support to service providers and Aboriginal Community Controlled Organisations.
8. Other duties as directed by manager in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

The roles and responsibilities will be reviewed periodically to ensure alignment with RWAV strategic priorities and contractual requirements.

## **SELECTION CRITERIA**

- Health related tertiary qualifications and/or demonstrated 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.
- Strong written, verbal communication and interpersonal skills at all levels including internal and external stakeholders, health professionals, community members and patients.
- Strong stakeholder engagement skills with demonstrated relevant experience in stakeholder liaison, collaboration and negotiation and building positive relationships.
- Demonstrated customer service and client management experience.
- 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.
- Highly developed administration skills including the capacity to set goals, set up and manage processes and think systemically and strategically.
- Proficient level computing skills with demonstrated knowledge and proficiency in using Microsoft Office suite and relevant applications.
- Ability to use databases including the input, collection, analysis and interpretation of data for evaluation and reporting purposes.

## Desirable

1. Experience working with Aboriginal and Torres Strait Islander Community Controlled Health Organisations in a culturally safe manner.
2. Experience working in Rural Health.
3. Strong understanding of the social determinants of health and their impact on rural, regional and Aboriginal and Torres Strait Islander communities.

<b>REVIEWED:</b>	August 2020
<b>CONDUCTED BY:</b>	Manager People and culture
<b>APPROVED BY:</b>	General Manager Strategy and Stakeholder Engagement
<b>NEXT REVIEW:</b>	August 2021

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

Employees Signature: -----

Manager's Signature: -----

Date: -----