

Position title	Program Leader Healthy Communities		
Position holder	Vacant		
Program	Healthy People and Community		
Funded by	GCH		
Based at location	Stawell		
Responsible to	<ul style="list-style-type: none"> • Manager Healthy Communities • General Manager, People and Community Support • Chief Executive Officer 		
Direct reports	<ul style="list-style-type: none"> • Healthy Communities Staff 		
Award	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022		
Classification	Grade 4		
Hourly rate	\$42.33	Annual	\$83,657
Status	Full time		
Hours per week	38		
PD last updated and approved by CEO	May 2021		

Position summary

The Program Leader Healthy Communities provides effective operational management and leadership to staff as they provide a broad range of primary health care, health promotion, therapeutic and community support services, within the Central Grampians and Wimmera sub regions.

Programs within Healthy Communities includes Freeza, Youth Justice, School Focused Youth, Health Promotion, Make a Change, Aboriginal Health, Social Support and Recovery, Nursing (Community Health, Movement Disorder and Take Action).

The position will contribute to achieving the vision, goals and values articulated in the organisation's strategic plan.

Key responsibilities

1. Provide effective operational management to Healthy Communities programs through strength based and collaborative models.
2. Liaise with other staff where required on matters pertaining to budgets, funding and administration, facility maintenance requests and marketing to ensure viability of the programs and services offered
3. Monitor financial status of programs in the portfolio in consultation with the manager.
4. Support the manager in complex negotiations with key stakeholders to develop sustainable systems and processes that achieve better service integration and coordinated client outcomes.
5. Develop, implement and evaluate existing and new procedures, systems and processes to ensure flexible and responsive service provision that meets clients' needs while identifying and addressing service gaps.

6. Maintain a strong client focus and a flexible approach to meeting needs, including complaints resolution.
 7. Ensure that programs operate in accordance with organisational policies, legislation, program standards and guidelines.
 8. Provide timely advice and recommendations to management on current and emerging needs and issues impacting the team and the service.
 9. Prepare reports, submissions and funding applications in conjunction with Manager Healthy Communities and Direct Support.
 10. Travel between all GCH sites to support staff, attend meetings and any other duties as required.
 11. Other duties commensurate with current skills and experience as agreed with the Manager, General Manager or the Chief Executive Officer
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Key selection criteria

Qualifications

Mandatory:

- Tertiary qualifications in a relevant field.
- Or proven industry experience of two years in health, social welfare, or direct care roles
- Understanding and commitment to the concept of Community Health.

Desirable

- Demonstrated experience as a leader within a health and welfare organisation and working with multi-disciplinary programs.

Demonstrated skills, experience and/or understanding of:

- Knowledge of community health service programs, functions and budgetary obligations, particularly in relation to Healthier Communities programs and the client target groups.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)

Personal attributes

- Ethical and inclusive
- Self-disciplined
- Collaborative and supportive
- Flexible and resilient

Conditions of employment

This position is ongoing and is subject to the successful completion of a six-month probationary period.

And requires the following checks:

- Satisfactory police check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Employee acceptance of position:

Employee signature

Vacant

Date