



## Position Description

<b>Title</b>	Aged Care Assessment, Project Manager
<b>Unit:</b>	Population Health and Sector Development
<b>Reports To:</b>	Executive Director, Public Health and Sector Development
<b>Time Fraction:</b>	Full time
<b>Employment Status:</b>	24 months
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066 (option of working one day per week from home.)

### Organisational Overview

Victorian Aboriginal Community Controlled Health Organisation (VACCHO) is the peak body for Aboriginal health and wellbeing in Victoria – the only one of its' kind – with 32 Aboriginal Community Controlled Organisations as Members. VACCHO Members support over 25,000 Aboriginal people in Victoria and combined are the largest employers of Aboriginal people in the state.

### Our Vision

Vibrant, healthy, self-determining Aboriginal communities

### Our Purpose

We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities.

### Our Values

Respect	Compassion	Collaboration	Optimism
	Integrity	Commitment	
	Confidentiality	Empowerment	

### Unit Overview

The Population Health and Sector Development unit works to translate evidence into practice. It provides a strategic, coordinated and evidence-based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes.

### Role Overview

To embed the role of ACCO aged care assessors and assessment services into the operations of participating Aboriginal Community Controlled Organisations (ACCOs), Regional Assessment Services

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(RAS) Aboriginal Community Controlled Organisation and Aged Care Assessment Teams (ACATs) so that Aboriginal people receive culturally safe aged care assessment.

### Key Responsibilities and Accountabilities

- Develop and implement a project plan to realise the purpose described above
  - Developing agreements with partners
  - Managing and being accountable for cost, quality and time constraints and ensuring deliverables are met
  - Identifying resource requirements and allocating where possible
  - Prioritising and scheduling activity
  - Applying problem solving and analytical skills
  - Preparing and overseeing high level and comprehensive written reports, policy advice, project plans and other documentation
- Consult with key stakeholders to
  - Identify and document workflows and processes, client journey mapping, culturally safe policies, procedures and interagency protocols
  - Develop formal service agreement(s) between participating ACCOs, RAS and ACATs for the ongoing operations of assessment services
- Identify clinical governance needs and develop an appropriate framework for aged care assessment in the participating ACCOs considering the following 7 pillars:
  - Clinical Effectiveness and Research
  - Audit
  - Risk Management
  - Education and Training
  - Patient and Public Involvement
  - Information and IT
  - Staff Management
- Undertake a training needs analysis for
  - designated assessment staff
  - other ACCO staff whose roles will interact with assessment processes (e.g. intake, finance staff, primary health clinic staff)
  - ACAT and RAS staff
- Be accountable to the Unit Executive Director providing regular updates on progress against operational plan, specific “blockers” preventing progress and performance management issues within the team
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

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## Corporate Responsibilities

- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of *Quality of Life*
- Model VACCHO's values and support team members to do likewise
- Ensure the key principles of *Culture and Kinship; Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team
- Regular attendance and participation at Population Health and Sector Development meetings, program meetings, staff and other meetings.
- Attend training and professional development opportunities to continually improve ability to lead a high performing team
- Perform other duties relevant to the position as directed by the Director
- Act at all times in a professional manner and ensure the confidentiality of employees.

## Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this.

Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.

- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.

## Other Employment Related Information

- A National Police Records Check is required as a condition of employment
- A Working With Children Check is required
- A Victorian Drivers Licence is required. Travel is requirement of this position. This includes travel across Victoria and occasional inter-state travel
- VACCHO is a Smoke Free Workplace.

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## Key Selection Criteria

- Demonstrated understanding and commitment to holistic Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- An understanding and ability to articulate Aboriginal self-determination, community advancement and capacity building and Culture and Kinship
- Experience and knowledge of the aged care sector, particularly the aged care assessment process
- At least 3 years demonstrated experience in project management
- High level written, administrative and ICT skills to develop policies, procedures, workflows, client maps, project agreements, prepare reports, and general correspondence including translation and analysis of data
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels. An ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.
- Ability to identify and analyse problems, establish appropriate solutions and recommendations using analytical and conceptual skills.
- Demonstrated ability to implement continual quality improvement
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated excellent emotional intelligence and interpersonal skills to develop, maintain and enhance relationships, facilitate consultation, and highly developed influencing and negotiation skills to gain co-operation of others in achievement of objectives

## Desirable

- Identifies and Aboriginal and/or Torres Strait Islander
- A qualification (or equivalent experience) in high level project management, business administration and/or governance, leadership, or related areas

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## Position Description Acceptance

I ..... have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

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**SIGNED by the EMPLOYEE**

.....  
Signature:

.....  
Name:

.....  
Date:

**SIGNED by the MANAGER**



.....  
Signature:

Casey Gurry  
.....  
Name:

18/6/21  
.....  
Date:

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