

Position Description



Title:	Palliative Care, Senior Project Officer
Unit:	Population Health Sector Development Unit
Reports To:	Director, Population Health Sector Development Unit
Direct Reports:	N/A
Time Fraction:	Fulltime
Employment Status:	12 months
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. 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 vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan; *On Solid Ground (2021-26)* outlines our bold steps to get there.

Unit Overview

The Population Health Sector Development Unit leads the development of well-reasoned, evidence-based policy and advocacy to ensure that VACCHO and its members are strategically positioned to improve the Aboriginal community's health and wellbeing outcomes.

Role Overview

The aim of VACCHO's Palliative Care Program is to work to ensure that Aboriginal and Torres Strait Islander people in Victoria can access culturally safe palliative care services in the setting of their choice through a collaborative approach with Aboriginal Community Controlled Organisations, (ACCO's), Palliative Care Services, the program of experience in the Palliative Approach, (PEPA) and the Department of Health and Human Services. This role where relevant would work closely with VACCHO Cancer Journey work & have a Quality of Life / Chronic Illness focus.

Doc #:	Doc_352	Doc Owner:	Executive Director, Corporate Services
Version:	6	Review:	30/06/2023
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Key Responsibilities

- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of <<*Our Foundations, Strong Voice, Health and Healing – delete as appropriate*>>
- 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 & Sector Development meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.
- Build relationships with and between ACCOs, Palliative Care Services and other relevant organisations by developing action plans to improve the quality of life of Aboriginal peoples.
- Promote quality of life training for the Aboriginal health workforce.
- Identify and map gaps and opportunities within the current workforce to improve the quality of life for Aboriginal patient care.
- Promote culturally safe quality of life practices.
- Contribute to the development and review of regional palliative care plans.
- Prepare reports in line with reporting requirements
- Work within the PHSD team working as an effective team member, providing assistance and support to the Unit as required, attend Unit, staff and other relevant meetings;
- Undertake other duties, which are appropriate to the level of the position, as directed by the Director or Manager, PHSD

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.

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- 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 current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.

Key Selection Criteria

- VACCHO relies on both the exceptions in employment and special measures under the Equal Opportunity Act 2010 (Vic) and the Racial Discrimination Act 1975 (Cth) to proactively promote substantive equality for Aboriginal and Torres Strait Islander people. Therefore, at this stage we strongly encouraged only those that identify as Aboriginal or Torres Strait Islander to apply for this position. (to be included if the role is an identified position)
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal Victorians.
- Demonstrated strong project management and reporting skills;
- An understanding of program evaluation models and frameworks;
- Ability to identify systematic themes and develop appropriate strategies for broad implementation;
- Highly developed written communication skills, with proven ability to prepare a range of documents including reports, and general correspondence.
- 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.
- Demonstrated initiative, self-motivation and accountability with proven ability to take responsibility for own actions.
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- 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 proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

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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.

SIGNED by the EMPLOYEE

.....
Signature: Name: Date:

SIGNED by the MANAGER

.....
Signature: Name: Date:

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