



## **Position: Chronic Conditions Network Coordinator**

**Hours:** Part-time, 30 hour/week (0.8 FTE)

**Salary:** The position is classified under the SCHADS Award as community services employee Level 5.

**Fixed Term until June 2024**

### Position Description

The Chronic Conditions Network Coordinator will work to establish and develop a Chronic Conditions Network for the ACT and region. This role contributes to our work to build the capacity of consumers to manage their health and navigate the health system.

This position is focussed on community development and health promotion. It includes work in the areas of community education, needs assessment, systemic advocacy, training, and health literacy.

### Key Position Objectives:

- Establish a Chronic Conditions Network that provides an opportunity for consumer organisations, community sector workers, and services, to share information on current projects, critical issues, and services
- Develop a pooled set of resources or information for consumer health organisations and their members to identify existing services or programs that can be of benefit to them
- Coordinate the Managing your Health seminar series currently offered by HCCA, including delivering seminars, identifying possible topics, developing resources and ensuring the seminars meet the needs of diverse consumer groups
- Collaborate with key stakeholders to identify key issues affecting the sector and develop strategies to address them.

The Chronic Conditions Network Coordinator is a member of the Consumer and Community Participation Team and reports to the Manager of Consumer and Community Participation. The Chronic Conditions Network Coordinator works collaboratively with other HCCA staff, as well as our members and external stakeholders. The ability to form and maintain strong working relationships is essential.

## About working at HCCA

HCCA is a Health Promotion Charity and endorsed as Deductible Gift Recipient organisation. This means that there is an opportunity for staff to participate in salary sacrifice arrangements.

HCCA works within a Health Promotion Framework informed by community development principles and the social determinants of health.

HCCA promotes a healthy work-life balance and is committed to offering employees a supportive family-friendly working environment.

## **Responsibilities**

The Chronic Conditions Network Coordinator has responsibility to:

- a) Establish and coordinate the Chronic Conditions Network for the ACT and Region
- b) Build strong and effective relationships with consumer groups, organisations and services, with a particular focus on chronic conditions.
- c) Develop, promote and organise regular sessions for the Managing Your Health Seminar Series.
- d) Collect, collate and submit consumer input on issues affecting people living with chronic conditions as required.
- e) Plan, design, conduct and evaluate a variety of health education activities for consumers and carers with particular focus in people living with chronic conditions.
- f) Collect data for evaluation of activities including education and training activities.
- g) Respond to requests from health services for information and advice.
- h) Provide input into HCCA policy responses and submissions as required.
- i) Coordinate HCCA involvement in community events, Eg Seniors Expo.
- j) Contribute to HCCA website and publications, including the newsletter, blog and social media.
- k) Support and contribute to other team projects and activities as required.

## **Position: Chronic Conditions Network Coordinator**

### **SELECTION CRITERIA**

Please note: all applications must specifically address the key selection criteria.

1. Highly developed oral communication skills and experience in group facilitation.
2. Proven ability to establish and build good stakeholder relationships and to network with individuals from other organisations or groups.
3. Demonstrated ability to work independently with minimal supervision as well as within a team, working collaboratively to achieve goals.
4. Highly developed communication skills, including the ability to develop quality documentation, supporting literature, written reports, fact sheets and correspondence in a clear and concise manner
5. Excellent time management and organisational skills with the ability to multitask, work under pressure and meet deadline
6. Ability to analyse information and contribute to research and policy development

### **Desirable qualifications:**

1. Relevant tertiary or other recognised qualifications in health promotion and/or community development.

### **Requirements**

- Working With Vulnerable People Registration
- Be up to date with COVID-19 vaccinations
- ACT driver's license (desirable)
- All staff are required to sign the HCCA Staff Code of Conduct.

### **Responsibilities of all staff at HCCA**

- Have an interest in health care and commitment to the values of the organisation
- Work within HCCA's organisational policies and procedures
- Participate in strategic and operational planning processes
- Foster productive relationships with colleagues and our members
- Work effectively with others, taking personal responsibility for achieving work outcomes
- Participate in professional development and annual formal performance appraisal
- Promote HCCA and our achievements