

POSITION DESCRIPTION – Community Development Worker, Cultural Safety & Diversity Alfred Health

DATE REVISED: November 2023

POSITION: Diversity & Inclusion Project Officer/Research Assistant

AWARD/AGREEMENT: Victorian Public Mental Health Services Enterprise Agreement – 2016-2020

CLASSIFICATION TITLE: RPN Grade 3 Year 2 (NP82) or equivalent – Full time or 0.8 EFT (short-term contract end 29th June 2024)

DEPARTMENT/UNIT: Alfred Mental & Addiction Health Workforce Development and Education

CLINICAL PROGRAM: Alfred Mental & Addiction Health (AMAH)

DIVISION: Operations

ACCOUNTABLE TO: Senior Advisor Diversity & Inclusion, Alfred Mental & Addiction Health (AMAH)

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates four outstanding facilities, The Alfred, Caulfield, Melbourne Sexual Health Centre, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the measure we work to everyday. Through research and education we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

DEPARTMENT

Alfred Mental & Addiction Health Workforce Development and Education is a dynamic team of interdisciplinary clinicians providing training and education to Nursing and Allied Health staff working in all areas of mental and addiction health. We work closely with management and staff to support cultural change and personal development using a collaborative approach.

POSITION SUMMARY

The Diversity and Inclusion Project Officer/Research Assistant will be a member of the workforce development team, supporting the implementation of the AMAH Cultural Safety & Diversity Strategy and continuation of the “Exploring the Role of Bicultural Workers in Mental Health Settings” research project. They will perform tasks that contribute to improving the cultural safety of AMAH services for the diverse consumer and carer population we work with including research, project design, reporting and evaluation, community and stakeholder engagement and potentially workforce training and education. They will report to the AMAH Senior Advisor Diversity and Inclusion and be an active member of the AMAH Diversity Committee.

KEY DUTIES AND RESPONSIBILITIES

- Support the Senior Advisor Diversity and Inclusion to ensure that diversity responsive practice is embedded in service delivery within Alfred Mental & Addiction Health
- Contribute to the ongoing “Exploring the Role of Bicultural Workers in Mental Health Settings” research project as a research assistant
- Contribute to the development of strategies, tools, project designs and reports, resources and guidelines pertaining to cultural safety, diversity & inclusion in mental and addiction health
- Support the strengthening of existing community and stakeholder partnerships
- Support the development and provision of cultural safety, diversity & inclusion training and education to the AMAH workforce

KEY CAPABILITIES

- Personal commitment and passion for equity, diversity & inclusion
- Ability to communicate in both written and verbal forms
- Detail oriented and organised
- Ability to collaboratively with others and autonomously when required
- Project management skills and qualitative research experience
- Excellent communication and interpersonal skills including a proven ability to engage with a diverse range of people
- Demonstrated computer literacy in Microsoft Office applications and keyboard skills

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role
- In compliance with the Victorian Chief Health Officer's Mandatory Vaccination Directions, all Alfred Health employees must be vaccinated against COVID-19 with a TGA approved vaccine.

QUALIFICATIONS/EXPERIENCE REQUIRED

Essential

- Nursing and/or Allied Health qualifications (Nursing Grade 3 year 2 or equivalent)
- Project Management and qualitative research skills
- Experience working in healthcare settings
- Excellent relationship management skills
- Relevant computer skills

Desirable

- Previous experience working with diverse communities and populations
- Current Victorian drivers licence
- Lived experience of migration, multiculturalism, identifying as LGBTIQ+, Aboriginal and/or Torres Strait Islander, living with disability a helpful asset to this role

Position Description authorised by: Erin Joyce, Senior Adviser, Diversity & Inclusion AMAH

Date: 28/11/2023