

POSITION DESCRIPTION

Position Title:	Program Coordinator – Babaneek Booboop
Business Unit/Department:	Integrated Community Health Services
Division:	Operations
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) Enterprise Agreement 2021-2026 Or Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Dependent on qualifications
Reports To:	<u>Operational:</u> Operations Manager – Paediatric Allied Health <u>Professional:</u> Dependent on qualification
Direct Reports:	0
Date Prepared/Updated:	30 October 2024

Position Purpose

The Babaneek Booboop Program lead will ensure the operations of the Babaneek Booboop program align with the Korin Korin Balit-Djak: Aboriginal Health, Wellbeing and safety strategy and support the team of Aboriginal Pathway workers to deliver services to Aboriginal families in the Brimbank Melton region. The Program lead will work collaboratively with internal and external services to optimise outcomes for Aboriginal Families and deliver services that align with the Western Health CARES values.

About the Program

The Babaneek Booboop program aims to improve the health and developmental outcomes of Aboriginal children aged 0-8 years by improving family and service system capacity to promote early childhood development and improving access to health, family, and support services. The team provide support to families in the Brimbank Melton catchment to facilitate access to a range of health services as well as early education and school settings. The Program also engages with a range of service partners to promote collaboration and cooperation to provide safe and accessible services to the community. The Babaneek Booboop program aligns operations with the Korin Korin Balit Djack strategy and addresses health inequities utilising culturally safe, trauma informed and evidence-based approaches that centres around the needs of the child and their family.

Business Unit Overview

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Integrated Community Health Service Directorate

The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence based care to those residing in the Brimbank Melton and Western Melbourne regions across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships.

The Integrated Community Health Service delivers preventative, early intervention and chronic disease management. Services operate on the social model of health and with a focus on:

- Equity and accessibility
- Effective community participation/control
- Multidisciplinary team work
- Strategies beyond individual care (group work, health promotion, community development)

Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health
- Community Health Nursing
- Community Nursing
- Dental
- Counselling
- Family Violence services
- Aboriginal Health Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports

Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety).

Division of Allied Health – Professional / Clinical

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care.

Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including Audiology, Clinical Psychology and Neuropsychology, Exercise Physiology, Language Services, Nutrition and Dietetics, Occupational Therapy, Pastoral Services, Physiotherapy, Podiatry, Social Work and Speech Pathology

Key Responsibilities

Client Care & Coordination:

- Provide high quality evidence based paediatric services to meet the needs of Aboriginal children and their families.
- Utilise relevant records to review, document and communicate health and social issues for Aboriginal children entering the program.
- Identify and navigate with families' barriers to engagement in health services.
- Liaise with specialist health care professionals regarding issues for families and work collaboratively to support family access and address these issues.
- Facilitate referrals to services (internal and external) including specialist health and community services.
- Lead and contribute to multi-disciplinary meetings in relation to Aboriginal children and their families as required.
- Undertake proactive outreach and place-based visits as required.

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- Actively participate in professional supervision.
- Facilitate and support families to access community services.

Support of Systems:

- Leads operational group meetings to identify and escalate systemic and operational barriers and issues to the relevant operational manager.
- Work collaboratively with the operational manager to communicate with the Department of Families, Fairness and Housing relating to program productivity and impacts.
- Contributes to internal projects relating to program impacts and sustainability
- In partnership with the Operations Manager foster relationships with relevant internal and external stakeholders to meet the key priorities of the program.

Administration, Documentation and Reporting

- Ensure accurate and timely documentation within client records
- Ensure accurate and up to date information is entered into the client management system
- Complete clear, succinct and appropriate reports in a timely manner
- Complete all data collection activities as required for programs and clinics
- Complete information in accordance with agency and funding body requirements
- In partnership with the Operations Manager collate relevant data for reporting / presenting purposes
- Provide services in a manner that complies with requirements for confidentiality, records management and data collection.

Communication and Teamwork

- Work effectively with the Babaneek Booboop team to achieve positive outcomes for Aboriginal children and their families
- Build constructive working relationships with colleagues internal and external
- Work collaboratively to prioritise caseloads, complete assessments, reports, recommendations and referrals that are responsive to the child and family needs
- Maintain respectful communication with colleagues and engage proactively to resolve differences of opinion or perspective
- Build working relationships with external services and providers to support the diverse needs of Aboriginal families

Professional Leadership:

- Effectively represent the organisation professionally and promote and provide culturally safe and inclusive practices
- Contribute to a harmonious and team-based working environment
- Monitor and manage staff productivity in line with program KPIs/targets
- Apply principles of effective and timely decision-making and dispute resolution processes
- Drive networking with other agencies, businesses and services
- Contribute towards the positive motivation of the team, particularly in time of change

Continuous Improvement

- Contribute to the ongoing quality improvement within the Babaneek Booboop program
- Participate in accreditation processes and the organisational continuous improvement plan
- Contribute to monitoring of service provision to ensure outcomes are in line with internal and external standards, service philosophy and goals
- Participate in the development and review of organisational policies, procedures and work instructions as appropriate

Workplace Health and Safety

- Demonstrate an understanding of the shared responsibility for a safe workplace
- Conduct yourself in a manner that will not endanger yourself or others
- Report any unsafe work practices, hazards, near miss incidents and accidents
- Maintain knowledge and practice of infection control/hand hygiene precautions and infection control policies and procedures

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

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Key Working Relationships
<p>Internal:</p> <ul style="list-style-type: none"> • Operationally – Manager Community Paediatric Services • Professionally – dependent on discipline or craft group • Wilim Berrbang team • Bacchus Marsh & Melton Allied Health and Paediatricians • Melton Health and Community Services staff • Members of the Western Health Paediatric Allied Health Team • Other Allied Health, Medical, and Nursing Professionals at Western Health • Divisional Director, Allied Health • Director, Integrated Community Health Services <p>External:</p> <ul style="list-style-type: none"> • Referrers • Clients, their family and carers • Schools and Early Childhood Education Providers • Community Service providers • NDIS Services including the NDIA, ECEI partner agencies, service provider agencies. • Family Support Services including Child First, Child Protection, and Family Violence services, etc. • Department of Families, Fairness and Housing • Kirrip Aboriginal Corporation • Mackillop Family Services • Agencies of the City of Melton and Moorabool Shires • Western VACCA • North west Melbourne Public Health Unit • Other relevant External agencies (as required)
Selection Criteria
<p>Essential</p> <ul style="list-style-type: none"> • Documented evidence of formal qualifications as identified in the qualifications section • Knowledge and familiarisation of the local Aboriginal culture and community • High level of competence in the field of paediatrics, including up-to-date knowledge in relevant research, relevant legislation, and professional practice in Aboriginal child and family care. • Knowledge of the relevant legislation pertaining to working with your person's including (but not limited to) the <i>Children, Youth and Families Act (2005)</i>; • Demonstrated ability to work effectively in a multidisciplinary team as well as liaise and consult with a range of clients, carers, professionals and community agencies independently. • Demonstrated highly effective leadership, communication and interpersonal skills, including negotiation, conflict resolution and creativity in problem solving • Highly developed reporting skills, including the ability to write reports, professional articles and submissions • Consolidated skills and experience in the supervision of professional staff, to promote professional competence and foster individual staff development • Proven ability to lead and supervise staff in clinical, educational and administrative areas • Demonstrated flexible approach • Knowledge of and participation in continuous quality improvement processes • Commitment to continuing professional development • Demonstrated time management skills, and the ability to generate strategies for prioritising workloads effectively • Ability to apply principles of confidentiality and privacy • Current Working with Children's Check • Current Victorian Drivers Licence • Computer literacy

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Desirable

- Ability to engage and build positive networks within the local Aboriginal community.
- Awareness of formal and informal supports in the community that can be accessed by Aboriginal families with young children
- Demonstrated experience working with Aboriginal communities
- Experience in public health or community health settings, in particular experience working with Aboriginal and Torres Strait Islander families

Desirable Personal Attributes

- Self-Motivated
- Broad systems and innovative thinking
- Compassionate and empathetic approach
- Ability to influence others
- Open to new ideas
- Mindful observation
- Timely informed decision making
- People oriented
- Collaborative approach
- Confidence in own ability
- Builds rapport
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Takes direction
- Effective delegator
- Resilience
- Positive outlook

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- 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 Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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