

POSITION: Infection and Prevention Control Lead
REPORTS TO: COVID-19 Response Business Partner
DATE CREATED: January 2022

ORGANISATIONAL ENVIRONMENT

MCM (Melbourne City Mission) is a leading community services organisation that innovatively works alongside thousands of Victorians and their communities to overcome barriers experienced through Homelessness, Early Years, Disability, Palliative care, Early Childhood Intervention Services and Education.

With deep experience working with communities experiencing disadvantage, MCM advocates for systemic change, working across all sectors to sustainably disrupt such disadvantage.

Since 1854, MCM has been striving for those experiencing disadvantage to live their life, their way.

JOB CONTEXT

The Quality Assurance, Safety and Risk (QASR) team plays a key role in leading the development of organisational QASR policies, management systems, strategies, resources and expertise to internal stakeholders. The team supports programs and services to achieve their objectives and comply with the required standards and legislation.

MCM's COVID-19 response will be led by QASR to manage and respond safely to COVID-19 incidents across the organisation to provide support enabling business continuity in a safe manner.

JOB PURPOSE

The Infection and Prevention Control Lead ensures the organisation's COVID-19 response is executed in a manner that mitigates risk and is safe for workers, clients and the workplace, enables business continuity as much as practically possible and is compliant with government orders and directions as they related to managing the COVID-19 pandemic through clinical guidance, education and training.

JOB OBJECTIVES

- Delivering clinical advice and education on infection prevention control measures and maintaining current and accurate education and training resources.
- Conducting COVID-19 safe walk throughs to work sites to support embedding of COVID-19 safe practices and identifying and managing risks as appropriate.
- Managing COVID-19 related enquiries ensuring timely and accurate advice and responses.

- Keeping abreast and contributing to COVID-19 related updates and guidance as they relate and are relevant to the organisation’s business management including all situational updates.
- Provide clinical advice and education on infection prevention control measures and maintaining the currency of education tools and resources.
- Managing Personal Protective Equipment (PPE) inventory levels ensuring appropriate safety equipment and controls are readily available and deployed.
- Maintaining accurate COVID-19 data in relation to positive cases, high risk client cohort vaccinations, outbreaks and exposure events across all services, etc.
- Participate in meetings, debriefing, supervision, training, and forums.
- Ensuring services are delivered within the framework of MCM’s policies and procedures, legislative requirements, and meet the relevant service standards.
- Performing other duties and responsibilities, as directed by the COVID-19 Response Business Partner or delegate.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Internal Relationships	<ul style="list-style-type: none"> • MCM service areas • Senior leaders and operational managers • Support Services, in particular collaborating within PQS team and build strong working relationships to execute COVID-19 response
External Relationships	<ul style="list-style-type: none"> • Worksafe • Government departments (Department of Health)

KEY SELECTION CRITERIA

Essential:

- Registered Nurse Division 1 with minimum 3 years post graduate experience.
- Ability to be flexible and adaptable with effective problem-solving skills
- Experience in training development and workplace training delivery.
- Effective stakeholder management skills.
- Excellent interpersonal written, verbal and negotiation skills.
- Computer literacy, including proficiency in Microsoft Office suite and web-based systems.
- Current driver licence.

- Received COVID-19 vaccines in line with Victorian Public Health Orders and Chief Health Officer Directions and MCM's COVID-19 Vaccination Policy.
- Satisfactory completion of employment safety screening. This includes: National Police check, International Police check (if required), a Victorian Working with Children Check, qualification verification check, employment history check and the right to work in Australia.

Desirable:

- Experience in infection control and prevention
- Experience in community work
- Recent clinical experience in COVID-19 impacted community work

ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

Workplace Health & Safety:

MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

Client Wellbeing and Safety:

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

Operational Accountability:

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- All employees are subject to MCM's *Employment Safety Screening Procedure*.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	<p>Customer Focused We do our best work when we understand people and enable them to direct their own lives. We partner with others to provide access to what they need locally.</p>
PARTNERSHIPS	<p>Collaboration & Cooperation Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.</p>
REPUTATION	<p>Provable Results Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.</p>
PEOPLE	<p>Resilience & Bounce Back Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.</p>
PEOPLE	<p>Builds Capability & Realises Potential Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.</p>
PEOPLE	<p>Safety First Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.</p>

OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

Together	<p>We are inclusive and accepting of difference. We work in highly effective teams and our people are connected across our organisation. We engage proactively with others to deliver outcomes.</p>
Courageous	<p>We speak up constructively in line with our convictions. We pursue our goals with determination. We are passionate about our advocacy role.</p>

Curious We are inquisitive and ask why.
We challenge the status quo.
We actively explore the alternatives.

Open We are transparent and have genuine, honest interactions.
We listen and hear people's voices.
We value and respect the autonomy of clients.
We trust one another.

Accountable We act safely in all our interactions.
We manage within our financial and resource boundaries.
We own our outcomes and decisions.
We are proud of the work that we do.