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| **POSITION:** | **Project Officer, Aged Care and Disability Strategy (0.8 EFT): 12-month contract position to June 2023** |
| **REPORTS TO:** | Consortium Manager - North and West Metropolitan Region Palliative Care Consortium |
| **DATE CREATED:** | **June 2022** |
| **ORGANISATIONAL ENVIRONMENT** |
| **North and West Metropolitan Region Palliative Care Consortium** The North and West Metropolitan Region Palliative Care Consortium (the Consortium) is an alliance of organisations providing palliative care for people living in the north and west metropolitan region of Melbourne. Consortium members include community palliative care services, public hospitals (palliative care units and consultancy services) and the North Western Melbourne PHN and Bolton Clarke.The Consortium is one of eight regional palliative care consortia across Victoria and operates within the context of the Victorian Government’s end of life and palliative care framework. The Consortium:* Promotes collaborative approaches to quality improvement in end of life and palliative care;
* Works to optimise the community’s access to high quality end of life and palliative care support;
* Assists the Victorian Department of Health to implement the Victorian Government’s end of life and palliative care framework and other policies and programs to support people with a life limiting illness and their carer’s, families, friends and communities.

Melbourne City Mission is the fund holder and employing agency for the Consortium. The roles and services of the Consortium and Melbourne City Mission function separately, with the Consortium Management Group being the key driver and determiner of Consortium priorities and activities. **Melbourne City Mission**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 Consortium operates with core funding provided through the Victorian Government’s Palliative Care Program of DHHS. The Consortium’s workplan is aligned with the strategic objectives of Victorian’s end of life and palliative care framework:* Services are person-centred.
* Engaging communities and embracing diversity.
* Services are coordinated and integrated.
* End of life and palliative care is everyone’s responsibility.
* Specialist palliative care is strengthened.

The Consortium is led by the Consortium Manager under the direction of the Chair of the North and West Metropolitan Region Palliative Care Consortium Management Group. |
| **JOB PURPOSE** |
| The primary purpose of the role is to implement the Consortium’s aged care and disability strategies which implement initiatives that engage with both sectors in the north and west metropolitan region of Melbourne and strengthen access to a palliative approach for their residents and build the capacity of each workforce to provide palliative care and end of life care consistent with Victoria’s end of life and palliative care framework. |
| **JOB OBJECTIVES** |
| **Palliative Care in Aged Care Strategy** Under the direction of Consortium Manager, continue to implement the Consortium’s Palliative Care in Aged Care Strategy. Responsibilities include:* Actively supporting the ongoing involvement of the Aged Care Advisory Group ensuring its membership is representative of stakeholders from primary, community and tertiary sectors consumers, community palliative care, GPs, in-reach etc.
* Supporting the work of the Coordination of Services Working Group to develop, implement and promote accurate and workable referral and handover pathways across the catchment.
* Continuing to support communities of practice (CoP) including the Residential Aged Care CoP and the Community Palliative Care CoP to facilitate the sharing of experiences and skills development in relation to palliative care.
* Working in collaboration with the sector, to plan and conduct the Palliative Care and Aged Care Summit.
* Continuing to publish ‘palliative care in aged care newsletter’ promoting and showcasing best practice initiatives, education and training opportunities and relevant resources.
* Further strengthening our consortium’s collaboration with Palliative Care Victoria and Safer Care Victoria and the North Western Melbourne PHN and General Practices to implement initiatives that facilitate information flow and coordination between sectors.
* Directly engaging with Residential Aged Care managers and their workforce to promote the Steps Framework which identifies evidence-based models of learning and skills development supporting the effective and appropriate provision of palliative care in residential aged care.
* Continuing to support and mentor Community Palliative Care Services to introduce Needs Rounds in aged care facilities to build the knowledge and confidence of the residential aged care workforce.
* Working with stakeholders to quantify and describe gaps in knowledge and skills and identify resources and training to address same and advocating for funding from the Consortium to support residential aged care staff to attend evidence-based palliative care workshops and education and training to support individual staff development.
* Developing and promoting webinars and training videos in collaboration with other stakeholders that strengthen the capacity of the aged care workforce to provide a palliative approach to care.
* Working closely with End of Life Directions for Aged Care (ELDAC) and Palliative Aged Care Outcomes Program (PACOP) program managers to implement their programs in the catchment and promoting their methodologies and resources across residential aged care facilities in the catchment.
* Promoting the use of the electronic handover form and supporting and encouraging the use of ‘*ehandovers’* in the aged and acute sectors.
* Supporting the efforts and work of residential in reach services to introduce Goals of Care into residential aged care facilities to ensure this information is accessible and current.
* Supporting participating aged care facilities to successfully implement the imprest system and evaluate the impact and effectiveness of same.

**Palliative Care in the Disability Sector Strategy** Under the direction of the Consortium Manager and in consultation with stakeholders from the disability sector in the Consortium’s catchment, develop and implement a strategic plan. Responsibilities include: * Implementing stakeholder engagement initiatives to strengthen the disability sector’s awareness and understanding of the palliative approach to care, acute and community palliative care service models and referral to palliative care pathways.
* Supporting the implementation and evaluation of capacity building initiatives within the sector.
* Establishing and promote linkages, communication and collaboration between the palliative care and disability sectors.

**Evaluation of Strategies*** Define performance measures for strategic objectives and collect and report outcomes date and information to the Consortium Manager and Consortium Management Group.
* Ensure projects and improvement initiatives have documented performance measures.
* Undertake report writing and other project related tasks as required to fulfill obligations of the project.

**Other duties*** Participate in meetings, debriefing, supervision, training, and forums as directed.
* Ensure services are delivered within the framework of MCM’s policies and procedures, legislative requirements, and meet the relevant service standards.
* Perform other duties and responsibilities, as directed by the Consortium Manager or delegate.
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| **KEY RELATIONSHIPS** |
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| **Internal Relationships** | This position has relationships with a range of internal stakeholders including but not limited to: * Chair, Consrtium Management Group, North West Metropolitan Region Palliative Care Consortium
* Consortium Management Group representatives
* Manager, North and West Metropolitan Region Palliative Care Consortium
* Project Coordinator - North and West Metropolitan Region Palliative Care Consortium
* MCM Palliative Care Administration Team
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| **External Relationships** | This position has relationships with a diverse range of stakeholders including but not limited to the following groups and individuals:* Residential aged care providers, managers and workforce in the North and West Metropolitan Region Palliative Care Consortium catchment.
* Residential aged care groups and networks in the North and West Metropolitan Region Palliative Care Consortium catchment.
* In-reach services in each of the acute hospital within the North and West Metropolitan Region Palliative Care Consortium catchment.
* Community palliative care service providers within the North and West Metropolitan Region Palliative Care Consortium catchment.
* Palliative care consultancy services within the North and West Metropolitan Region Palliative Care Consortium catchment.
* North Western Melbourne PHN.
* North West Aged Care Network Group.
* General Practitioners and General Practices.
* Representatives of ELDAC and PCOP.
* Representatives of disability service providers within the North and West Metropolitan Region Palliative Care Consortium catchment.
* Disability Liaison Officers at each of the acute hospital within the North and West Metropolitan Region Palliative Care Consortium catchment.
* Victorian Palliative Care Consortia, Aged Care and Disability Group.
* Professional Association of Nurses in Developmental Disability Australia Inc. (PANDDA).
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| **KEY SELECTION CRITERIA** |
| **Essential:*** Tertiary qualification in Nursing (Grade 4A) or another relevant clinical field.
* Post graduate qualification in palliative care, aged care or disability care.
* Demonstrated project management experience and skills.
* Experience working in or with residential aged care and/or disability sectors.
* Excellent stakeholder engagement skills.
* Excellent interpersonal and networking skills.
* Strong written and verbal skills.
* Computer literacy, including proficiency in Microsoft Office applications.
* Satisfactory completion of safety screening including a National Police check, International Police check (if required), current Victorian Drivers Licence, and the right to work in Australia.

**Desirable:** * Palliative care experience.
* Continuous Quality Improvement skills and experience.
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| **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.
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| **LEADERSHIP CAPABILITY FRAMEWORK** |
| In addition to the key selection criteria, applicants should be able to demonstrate the following attributes: |
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| **KEY AREA** | **BEHAVIOURAL CAPABILITIES** |
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| **PARTNERSHIPS** | **People at the Centre**We do our best work when we understand the people we serve and enable them to direct their own lives, demonstrating unconditional positive regard. We partner with others to provide access to what they need locally.  |
| **PARTNERSHIPS** | **Influence & Persuasion**Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with. |
| **PARTNERSHIPS** | **Collaboration & Cooperation**Seeks to find the right solution for all. Stays connected, and works together with colleagues and the people who use our services to achieve great things. |
| **PARTNERSHIPS** | **Credibility & Integrity**Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised being principled and as having expertise as a leader. |
| **REPUTATION** | **Provable Results**Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for the people who use our services and our colleagues. |
| **REPUTATION** | **Disrupting Disadvantage**Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged. |
| **PEOPLE** | **Resilience & Bounce Back**Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments. |

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| **OUR VALUES** |
| Employees are expected to commit to and demonstrate MCM’s values:  |
| Together | 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. |
| Courageous | We speak up constructively in line with our convictions.We pursue our goals with determination.We are passionate about our advocacy role. |
| 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. |