

Aged Care Program Officer

Full time position, fixed term contract till 30 June 2025 (*subject to funding*).

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland.

We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- ensure health issues are prioritised, understood and invested in; using local strengths;
- build and support local capability in primary health care professionals;
- enable transparent communication and information exchange across the primary health care sector; and
- improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Aged Care Program Officer

Are you interested commissioning and managing the Aged Care commissioned services in the region, whilst considering local needs and emerging trends?

We currently have a full time (1.0FTE) career opportunity available as an Aged Care Program Officer reporting to the Coordinator Aged Care. The Aged Care Officer will work within a multidisciplinary team providing support, monitoring and delivery of programs. The Aged Care Officer will be expected to take on an Aged Care specialist role in relation to a number of core activities and will act as a specialist resource support person to internal and external stakeholders.

As a result of the Royal Commission into Quality Ageing and Safety, Gippsland PHN received funding for a number of aged care initiatives. These programs include The Care Finder program, Early intervention programs and support for Residential Aged Care Facilities (RACF) in Gippsland with after-hours action planning and processes. The aim of this funding is to provide specialist assistance to senior Australians who require support to access relevant aged care health services.

We are looking for an astute, agile, dynamic, outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Lead the contract management of the Care Finder Services, Early Intervention programs and other Aged care related programs in Gippsland and support activities including:
 - i. Monitor and evaluate service achievements, including monitoring of monthly data and quarterly reporting, capturing challenges, impacts and outcomes
 - ii. Ensure contracted performance outcomes for programs supporting Care Finder, Early Intervention and other Aged Care programs are delivered according to appropriate funding agreements.
- Contribute to the delivery of commissioned service contracts and monitoring the delivery and compliance against any terms listed in the agreement. Participate in specific projects, working groups and committees as identified;
- Build relationships with multiple stakeholders, Victorian and Tasmanian PHN's, Residential Aged Care Facilities to support the Aged Care services in Gippsland.
- Support with the development of communication/engagement and project/procurement plans to support and enhance the delivery of funded programs across Gippsland;

- Contribute to the collection of data to inform and support population health planning identifying the health needs of the region. Contribute to the completion of reports, data and analysis;
- Respond to population health planning outcomes to prioritise locally and regionally relevant activities;
- Provide considered advice to the Coordinator Aged care; ensuring operational risks, challenges, opportunities and key issues are identified;
- Support other activities and initiatives being undertaken by the Program Delivery team; and
- Provide support to general practice such as:
 - Engage general practice and other health services staff at different levels and contribute to the strengthening of relationships with primary care service providers; including interface with Residential Aged Care Facilities.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a choice of two office locations (Traralgon and Bairnsdale) and a mix of working from home environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

If this sounds like you – Apply Today!

Applications must address the key selection criteria found within the position description.

To view the position description, which contains the key selection criteria, please visit our careers page at <https://gphn.org.au/career/> and click on the [position description](#).

To be considered for this position applications must include a covering letter, a resume, and an addressed key selection criteria document.

Please email all applications with your three attached documents to recruitment@gphn.org.au
For further information in regard to this position, please contact human resources on **0428 521 435**.

APPLICATIONS CLOSE: Sunday 8th October 2023

All enquiries and applications will be handled professionally and with the strictest of confidence.