

Emergency Response Support Officer

Full time position, fixed term contract till 30 June 2023 (*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:

Emergency Response Support Officer

We currently have a full time (1.0FTE) career opportunity available as a Emergency Response Support Officer, reporting to the Manager Emergency Response.

This role will support the Manager Emergency Response in emergency preparedness, response and recovery phases. Although Commonwealth and state agencies have the overall responsibility for on-the-ground disaster management during natural disasters or health emergencies, Gippsland PHN plays an important role in supporting the coordination of a strong primary health care response that delivers care when and where it is needed, and ensuring an organised, effective response that meets community need.

This position supports Gippsland PHN's influence in the ongoing coordination efforts for the region and within the local health systems and structure. In collaboration with key stakeholders and relevant program areas across Gippsland PHN, the Emergency Response Support Officer will assist in supporting activity including, but not limited to:

- Assisting in Emergency planning and preparedness work, both regional and organisational, including developing preparedness and implementing response plans and related communication;
- Supporting GP-led Respiratory Clinics and ongoing distribution of personal protective equipment (PPE) to primary care services as directed by the Commonwealth Department of Health. This includes packing of PPE orders and organizing to be couriered;
- Supporting the Australia COVID-19 Vaccine and Treatment Strategy to the primary, aged care and disability sectors;
- Supporting the Psychosocial and mental health recovery program for bushfire and drought affected communities in East Gippsland and Wellington Local Government Areas;
- Assisting in the effective collection, collation, and interpretation of regional and local data from a variety of sources.

The role will:

- Support the Gippsland PHN components of the COVID-19 Vaccine and Treatment Strategy for the primary, aged care and disability sectors in partnership with the Gippsland Region Public Health Unit, State and Commonwealth Departments of Health;
- Support components of the Mental Health Supports for Bushfire Affected Australians Program and the Empowering our Communities Initiative;
- Promote and support the delivery of health service initiatives and programs for communities affected by disaster through the development, management, and maintenance of positive, outcome-oriented partnerships with external agencies and primary care providers;
- Work across Gippsland PHN to support emergency preparedness and planning;
- Work across different organisation and jurisdiction boundaries so that services can be delivered in a practical and sensible way to the people who need them;
- Assist with identifying, reporting and responding to any emerging health or other issues;
- Assist with identifying any gaps in service delivery or access and respond in a timely manner;
- Manage emergency response email inbox;
- Provide considered advice to the Manager Emergency Response regarding potential risks, challenges, opportunities and key issues that are identified; and
- Any other duties reasonably requested.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with opportunities to work from a mix of office based locations and home office 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: COB Monday 29 August 2022

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