

Position Description

Position Title:	Drug & Alcohol Addiction GP Facilitator
Reports to	Program Manager
Unit	Program Delivery & Service Enhancement

About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities are:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

Our organisational values underpin the work we do.



Purpose of Position

Reporting to Program Manager and working within the Program Delivery and Service Enhancement Unit, this position will build capacity to deliver high quality care for consumers with drug and alcohol issues. Working collaboratively within the primary care sector, particularly with General Practices, the role will focus on enhancing knowledge and the application of alcohol and other drug (AoD) addiction referral pathways, supporting improved access to drug and alcohol treatment and services and increasing awareness of a range of evidence based resources available to improve drug and alcohol addiction treatment. This position will also work with peak bodies (RACGP, ACCRM and others) to promote available education programs and training grants relating to drug and alcohol addiction within the primary care sector.

Key Relationships and Stakeholders

Internal	External
<ul style="list-style-type: none"> All EMPHN employees 	<ul style="list-style-type: none"> GPs and other health professionals within the EMPHN catchment Local Health Networks Community health services Peak bodies –ACRRM(RACGP)

Key Accountabilities

Stakeholder Engagement and Relationship Management

- Build and maintain strong relationships with General Practices, allied health and other relevant stakeholders within the alcohol and other drugs (AOD) sector, including partners, service providers, community groups and individuals to support the organisation in integrating a stronger health system
- Engage with Australian College of Rural and Remote Medicine (ACRRM) and Royal Australian College of General Practitioners (RACGP) and other relevant bodies to support and promote AOD education and training grants within the primary care sector.
- Promote a positive image of the organisation and actively promote and positively contribute to the identity and reputation of EMPHN.
- Keep accurate records in CRM and utilise stakeholder data to actively build relationships, inform strategy, shape service and improve health outcomes

Communications

- Promote safety and quality in primary care by enhancing the strategic communication of drug and AOD pathways within the primary care sector,
- Educate primary care providers on referral pathways for alcohol and drug addiction services
- Work collaboratively within the team, wider organisation and stakeholders to inform, champion and optimise the role of primary care, with a particular focus on the provision of drug and alcohol preventative initiatives
- Ensure the project and its outcomes are communicated and integrated across all parts of the business
- Communicate and promote to relevant primary care providers relevant education packages and training grants available from peak bodies.

Project Management

- Manage all aspects of the initiatives specified including project scope and quality, risk and performance, developing project work plans and ensuring agreed timelines are met for all initiatives
- Within the EMPHN commissioning framework, undertake co-design activities with relevant stakeholders
- Apply sound administrative skills and maintain all records to ensure all administrative aspects of the initiatives are met
- Track, document and communicate performance, deliverables and outcomes to the Program Manager and other key internal stakeholders as required
- Prepare high quality reports, project management documentation and well informed options and recommendations papers in an accurate and timely manner
- In line with EMPHN commissioning principles and best practice project management methodologies, scope the projects and ensure the outcomes based deliverables and evaluation methodologies are embedded into projects.

Analytical & health informatics

- Critically analyse data relating to the engagement of GPs and allied health professionals, and utilizing EMPHN's evaluation methodologies to identify key deliverables to determine the impact and outcomes of the project
- Clearly inform solutions and identify possible improvements within all analyses, whilst complying with all internal and funder reporting requirements

Business Improvement and Innovation

Position Description

- Identify opportunities for innovation and continuous improvement to strengthen EMPHN's position and delivery of outcomes.
- Identify opportunities for process improvement to enhance the provision of support to and increase the capacity of GPs/health professionals in delivering quality care for clients with drug and alcohol issues

Financial Management

- Ensure responsible reporting of financial aspects of projects are within project and EMPHN guidelines.

Organisational

- Model a proactive, practical and positive approach to health, safety, wellbeing and environment.
- Enhance EMPHN's culture through modelling standards of behaviours consistent with EMPHN's values of integrity, working together, and courage, enabling a culture of high performance.
- Ensure EMPHN's work and services embrace safety, equity, diversity and inclusion.
- Actively participate, engage and comply with all EMPHN's policies and procedures

Qualifications

- Tertiary qualifications in health sciences or equivalent
- Project Management qualification/certification (desirable)

Knowledge, Skills & Experience

- Knowledge of AoD issues and experience in high quality AoD care or high quality primary care
- Demonstrated experience in building the capacity of health care providers and practices/organisations
- Demonstrated experience coordinating and managing successful multi-stakeholder projects or programs, including an ability to work effectively under pressure
- Well-developed interpersonal skills and an ability to form effective professional relationships and networks with a broad range stakeholders at all levels
- Demonstrated project management skills, with experience working to deadlines in undertaking a variety of planning, improvement, audit and quality related projects
- Demonstrated analytical and problem solving skills in order to develop ideas and opportunities
- Demonstrated in-depth understanding of the Victorian health system and current health policy challenges and reform directions for the primary care sector
- Well-developed data interpretation and presentation skills
- Strong communication skills, both verbal and written, enabling ideas and opinions to be expressed clearly and effectively
- Well-developed technology skills – particularly in Microsoft Office suite (Word, Excel, Powerpoint) with ability to learn new systems quickly.
- Agility and flexibility in one's approach to work, with a continuous improvement mindset
- A willingness to work to EMPHN's values to achieve organisational goals.