

Position Description

Position Title:	Facilitator- COVID19 Residential Aged Care Facilities (RACF)		
Reports to	Executive Director Integrated Care		
Directorate:	Integrated Care		
Business Unit	Redesign		
Number of Direct Reports	0	Budget Responsibilities	

Reviewed by:	Megan McCreddie	Date:	28/07/2020
Approved by:	Harry Patsamanis – Executive Director Integrated Care	Date:	29/07/2020

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 will be:

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 three organisational values will underpin all work undertaken by EMPHN and our employees.



Integrity	We speak the truth and operate with trust, respect, inclusion and professionalism
Working Together	We foster partnerships by being inclusive and interacting as one team to achieve shared outcomes
Courage	We are agile, flexible and innovative in leading transformational change, and achieving our vision and mission

Purpose of Position

The purpose of the position is to facilitate and coordinate an integrated response to the capacity building and coordination needs of Residential Aged Care services and their stakeholders (GP practices, Residential in Reach Services, Palliative Care services, Immunisation providers) as an outcome of COVID 19. The Facilitator will develop and foster strategic partnerships to facilitate an integrated approach to the current RACF response, but to also plan for how we move through the different phases of the pandemic. The Facilitator will work with EMPHN's stakeholders including General Practices, RACFs, Residential In reach, palliative care, Local Hospital Networks, community health and other providers to progress the implementation of sector capacity building and coordination activities.

Key Relationships and Stakeholders

Internal

- CEO and Executive Management Team
- Senior Leaders at EMPHN

External

- Residential Aged Care Providers
- Health Care Providers and General Practice

Position Description

- Employees and Contractors
- Consultants
- Collaboratives
- Representatives of Local Hospital Networks
- Suppliers and Health Care Representatives
- Government and Community Stakeholders

Accountabilities

Facilitation & Innovation

- Facilitate COVID19 RACF capacity building and coordination activity across EMPHN to contribute to the strategic direction of COVID19 response initiatives.
- Demonstrate a strong understanding of the impact of COVID 19 on the Residential Aged care sector, their stakeholders and residents.
- Identify priority areas related to COVID19 RACF responses and recovery, and utilise this to define improvement opportunities.
- Bring together partners and facilitate joint planning for and implementation of key initiatives in the EMPHN catchment that improve health care for aged care residents.

Stakeholder Engagement

- Foster strong partnerships between EMPHN and local aged care services, health professionals, health care service providers, consumers and patient groups.
- Drive effective relationships and communications ensuring EMPHN remains a trusted advisor to stakeholders.
- Obtain regular feedback from internal and external sources to identify areas for improvement.
- Work with internal and external stakeholders, using a co-design methodology, to develop effective solutions.
- Represent the organisation effectively by actively promoting and developing the identity of EMPHN to all stakeholders, including local and regional health related organisations and the broader community.

Project Management and reporting

- Manage all aspects of COVID19 RACF response initiatives including project scope and quality, risk and performance, developing project work plans and ensuring agreed timelines are met for all initiatives.
- Apply sound administrative skills and maintain all records to ensure all administrative aspects of the initiatives are met.
- Prepare timely and accurate reports, project management documentation and well informed options and recommendations papers in an accurate and timely manner.
- Ensure contracted providers comply with EMPHN's clinical governance, quality and safety requirements.

Qualifications

- Relevant tertiary qualifications in a health or allied health discipline is essential
- Post Graduate qualifications or equivalent experience in Project Management is desirable

Knowledge, Skills & Experience

- Proven knowledge and demonstrable experience of the health sector
- Experience working in health environments (acute, primary care, community health) or similar services, preferably with experience in care coordination
- Project Management experience and the ability to prioritise to meet tight deadlines and differing stakeholder requirements
- Demonstrable experience in building partnerships with government, stakeholders and internal managers to enable delivery of organisational priorities

Position Description

- Strong influencing skills with a proven ability to build effective relationships across a broad range of stakeholders.
- Superior verbal and written communication skills to enable ideas and opinions to be expressed clearly and effectively, including the preparation of well-structured, accurate and concise communications.