

Name:

Position Title:

Reports to:

Direct reports:

Key Relationships:

Community Programs Project Officer

Community Programs Manager

Nil

INTERNAL:

Head of Programs, Head of Clinical Services, Telecare team, Team Leaders, Marketing & Comms Manager, Government Relations Manager, Care Mobile Coordinator

EXTERNAL:

General Practitioners

Pediatricians

LHDs

PHNs

AMS

Education providers

Other federal, state and local government agencies

About Royal Far West

Royal Far West is a Manly based non-government organisation that provides multidisciplinary health and wellbeing services for children from rural and remote NSW with developmental, behavioural, learning and mental health difficulties.

Royal Far West Vision

Healthy country children

Royal Far West Mission

To improve the health and wellbeing of children and young people who live in rural and remote communities.

Royal Far West Values

Respect: We value diversity and are sensitive in relationship and to differences.

Integrity: We are open, honest and accountable. We do what we say we will do.

Care: We foster an environment that is supportive and without judgement.

Energy: we apply ourselves energetically, are resilient and encourage innovation.

Healthy Kids Bus Stop Project Officer

Purpose of the Position

Reporting to the Community Programs Manager this role will directly support the the key deliverables of various outreach programs, particularly the Healthy Kids Bus Stop Program and Clinicians in Community Program. This role is expected to multi-task multiple activities across various projects, including desktop research, general administration, logistics and other assigned tasks.

A pivotal part of the role is to engage with key internal and external stakeholders including community stakeholders, Preschools, Schools, Local Health District staff, Aboriginal health Service staff, PHN's and other relevant local service providers. Other activities include proactively managing follow up with key stakeholders including country families, drafting preiodical reports on the activities and outcomes of outreach activities, data entry and record maintenance.

Essential Criteria

- Demonstrated experience and skills in administration and project management;
- Ability to work both as a member of a team and independently;
- Proven ability to effectively communicate, verbally and in writing, for all purposes relevant to the role, including the ability to interact, liaise and consult with internal and external stakeholders and members of the public;
- Demonstrated ability to undertake core desktop research;
- Demonstrated effective report writing skills;
- Demonstrated budget accountability
- Demonstrated proficiency in using word, excel and internal data systems, including mail merges;
- Demonstrated experience in organising and prioritising workload according to a project plan and deadlines;
- Demonstrated willingness to accept, and deliver on, responsibilities and targets;
- Demonstrated a positive & professional attitude;
- Willingness and availability to travel across rural and regional NSW as required.

Desirable Criteria

- Ability to use different modes of technology to assist in communication.
- Knowledge and experience within the NSW Health system

KEY RESPONSIBILITIES

1. Project Administration & Support

Healthy Kids Bus Stop

- In collaboration with the Community Programs Manager, provide project support to the implementation of outreach programs across NSW;
- Collect registrations for outreach programs;
- Support development and administration needs;
- Set up Client Registration and clinic folders;
- Collation of the GP and Parent letters after each outreach;
- Develop and distribute event logistics sheets;
- Data collection and reporting of data for relevant outreach Services;

	<ul style="list-style-type: none"> - Follow up referrals provided through various outreach with local services and RFW; - Maintain calendar of all outreach activities including Care Mobile calendar; - Coordinate clinical resources required to support outreach programs in partnership with Community Programs Manager; - Prepare and coordinate project meetings as required; - Record meeting minutes and distribute accordingly; - Support travel and accommodation bookings for HKBS staff; - Communicate with other relevant departments to support Program implementation (Health Services Clinical Team Leaders, Communications, Development, Operations Directorate - HR Volunteer Coordinator, Administration); - Manage outreach email and distribute to relevant person/s; - Support RFW rural trips to identify all community Programs involvement; - Support the development and distribution of correspondence to key stakeholders; - Manage HKBS Health Promotion Resources. - Perform other duties that are within the skills, competence and training of the position holder and peripheral to the position. <p><u>Other Projects or Programs</u></p> <ul style="list-style-type: none"> - Perform other duties as assigned / requested.
<p>2. Professional Development</p>	<ul style="list-style-type: none"> - Participate in identifying professional development and training needs and attend professional development activities as required. - Attend all mandatory training sessions provided by the organisation and is actively involved in other training and development as required. - Evaluate own performance to identify strengths and areas where professional growth can occur.
<p>3. WHS</p>	<ul style="list-style-type: none"> - Report any incidents/hazards within 24 hours via the incident reporting tool on LUCY. - In the event of a workplace injury occurring, cooperate fully with the Return to Work Coordinator, Manager and treating medical practitioners and health professionals to facilitate an early return to work and access to an appropriate rehab program. - Comply with WHS statutory requirements and local WHS policy, programs and procedures.
<p>4. Communication</p>	<ul style="list-style-type: none"> - Maintain effective communication with all staff and relevant organisations.

	<ul style="list-style-type: none"> - Adapt communication style and identify strategies to improve communication effectiveness. - Ensure management is made aware of any significant issues/incidents in a timely and appropriate manner.
5. Risk Management	<ul style="list-style-type: none"> - Adhere to Royal Far West's policies and procedures, ensuring that services are provided in accordance with Royal Far West's policies and procedures. - Ensure that all data reporting requirements associated with the position are complied with. - Maintain professional standards in accordance with relevant professional body. - Maintain a high standard of administrative procedures and professional and ethical practice both individually and as a member of the team. - Ensure confidentiality in accordance with professional standards and RFW policy. - Understand, adhere to and respect clients rights to confidentiality, privacy and dignity.
6. Quality Improvement	<ul style="list-style-type: none"> - Contribute to the Accreditation process, including identifying, developing, implementing and evaluating quality improvement activities.

Healthy Kids Bus Stop Project Officer

Royal Far West Authorisation

Authorised by: _____

Executive Director, Strategy, Services & Innovation

Employee Declaration

I have read this Position Description, I understand the position requirements and position demands and agree that I can fulfill its function to the standards outlined.

I agree to comply with all relevant policies.

I understand that other duties may be directed from time to time and that I may be required to work in any area under the jurisdiction of the Board of Royal Far West.

I also agree to strictly observe the policy on confidentiality of information of staff and client information and other sensitive or confidential information that I may come across in the course of my employment.

I am not aware of any reason, which might interfere with my ability to perform the inherent requirements and demands of this position.

Employee Name: _____

Employee Signature: _____ **Date:** _____