

Position title	Project Coordinator Older Persons Health
Business unit	Health System Improvement, Older Persons Health
Classification	Level 4
Accountability	Program Manager Older Persons Health Planning
<p>About Capital Health Network</p> <p>Capital Health Network’s purpose is to work in partnership to integrate health care, strengthen health equity and improve health outcomes. We address community needs by collaborating with consumers, members, funders, researchers and health and community partners to improve health outcomes. We are unique in our ability to support general practice and design services that fill gaps and deliver lasting improvements.</p> <p>Capital Health Network values and Competency Framework</p> <p>People who work for CHN will work with us to achieve our aspirational goals of Agility, Diversity and Empowerment. All employees are required to meet CHN’s 7 competencies at a level appropriate to their role. To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes 7 basic competencies that all employees need to have to function effectively in their role at CHN. To download a copy of the Competency Framework, follow the link: CHN Competencies</p>	
Responsibilities	
Primary purpose of position	The purpose of this role is the implementation and coordination of CHN’s aged care funding activities such as General Practice in Aged Care Incentive (GPACI), other MyMedicare related activities and provision of the contract and relationship management for the Psychological Services in Residential Aged Care Homes program. The position will work closely with Residential Aged Care Homes (RACHs), local primary health stakeholders and CHN commissioned providers. The successful candidate will work collaboratively across multiple CHN business units to achieve organisational goals contributing to the delivery of high-value health outcomes across the ACT.
Duties	<ol style="list-style-type: none"> 1. Develop, coordinate, and deliver projects and initiatives in collaboration with residential aged care homes, general practices and other key stakeholders including Department of Health and Aged Care and Australian Digital Health Agency to improve access to primary health care services for people living in residential aged care. 2. Collaboratively plan, implement and coordinate activities with internal and external stakeholders to ensure delivery and monitoring of activities that are consistent with relevant funding guidance, i.e. the GP Aged Care Initiative. 3. Identify gaps and opportunities to leverage/integrate activities, analyse, understand and work with a range of sectors to implement change encouraging better use of health resources. 4. Establish and maintain strong relationships with Residential Aged Care Homes to better understand resident and staff needs and challenges and identify options and solutions to facilitate consistent and sustainable access to primary care and CHN commissioned services. 5. Ability to stay up to date with relevant aged care and health policy changes and identify implications and proposed activities or responses within tight timeframes. 6. Facilitate consultations with stakeholders from a variety of settings, organisations and groups and support the delivery of aged care projects to improve outcomes for older Australians. 7. Implement data collection processes to gather information and report on project activities. 8. Responsible for CHN Quality Management System applicable to the operational area. 9. Act as the designated Data Steward for relevant data sets to the project/program area as part of the Data Governance framework.

	<ul style="list-style-type: none"> 10. Monitor efficiency and effectiveness of Service Provider performance against contractual service obligations. 11. Contribute to the development of effective models of care. 12. Represent CHN on working groups, promotional presentations or as otherwise may be required. 13. Other duties as directed consistent with the position classification.
Competencies	
Role Competencies	<p>Qualifications:</p> <ul style="list-style-type: none"> 1. Graduate qualifications in a relevant field or significant relevant work experience.
	<p>Technical/specialist skills:</p> <ul style="list-style-type: none"> 1. Project management knowledge and skills. 2. Ability to deliver outcomes within timeframes, including KPIs and reports. 3. Leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient. 4. Ability to influence others and move toward a common vision or goal. 5. Problem solving and root cause identification skills. 6. Flexible and adaptable; able to work in ambiguous situations. 7. Demonstrated ability to work independently and meet objectives within appropriate timeframes. 8. High level of computer literacy including proficiency in Microsoft Office. <p>Additional requirements:</p> <ul style="list-style-type: none"> 1. Current driver's license and ability to travel as required. 2. Current ACT Working with Children and Vulnerable People (WWVP) check, or ability to obtain one.
	<p>Experience and knowledge:</p> <ul style="list-style-type: none"> 1. Knowledge and understanding of project management and change management approaches. 2. Demonstrated ability to work individually but also as part of a team to achieve shared goals and activity outcomes. 3. Demonstrated high-level written and verbal communication skills at all levels in an organisation. 4. Experience in data collection, analysis and reporting against specified outcomes. 5. Experience or knowledge of working in the health, aged care, mental health or a related sector. 6. Knowledge and understanding of health service delivery within the ACT health and residential aged care context. 7. Proven ability to quickly acquire new or required skills.
CHN Competencies	<i>Strategic thinking: We use our foresight and environmental awareness to add value.</i>
	<i>Resourcefulness: We generate evidence-based solutions.</i>
	<i>Relationship Management: We invest in strengthening internal and external relationships.</i>
	<i>Data Literacy: We navigate data systems and protect data assets.</i>
	<i>Cultural competence: We understand, appreciate and cooperate with all cultures and beliefs.</i>
	<i>Embracing ambiguity: We rise to the challenge of uncertainty and the unknown.</i>
	<i>Leading: We each play a leadership role.</i>