

Position Description

Title:	Public Health Medical Officer
Unit:	Public Health Sector Development Unit.
Reports To:	Sector Development Executive Manager
Time Fraction:	Part time 0.8 FTE
Employment Status:	6 Months
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health and wellbeing. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

The Population Health and Sector Development Unit provides a strategic, coordinated and evidence-based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes.

Role Overview

The role supports clinical quality improvement in VACCHO Members across Victoria to improve services and health outcomes. The role will also support the work of the VACCHO Public Health Medical Officer. The position supports VACCHO's focus on improving the quality of health services to Aboriginal Victorians through continuous quality improvement processes, sector capacity building and advocacy to governments.

Key Responsibilities

- Provide guidance, advice, and support on a wide range of primary health care and public health issues on local, state and national level to VACCHO members, Board, staff and other stakeholders.
- Engage with the ACCO primary health care sector to develop strategies aimed at improving patient outcomes.
- Provides independent advice on matters of clinical practice to VACCHO teams.
- Translates and supports application of health information and clinical guidelines for VACCHO staff and Member services.
- Support clinical quality improvement activities undertaken in ACCOs, including development or use of appropriate tools and resources

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- Build strong relationships with ACCO staff and other key stakeholders so that VACCHO can support Members in clinical quality improvement activities
- Provide support and build capacity of ACCO staff to effectively use clinical data systems and audit tools and identify ongoing resource requirements
- Work within the unit as an effective team member, providing assistance and support as required to meet Unit objectives
- Travel when required to Member organisations or interstate to undertake all aspects of the role;
- Regular attendance and participation at Unit meetings, program meetings, staff and other meetings.
- Undertake other duties which are appropriate to the level of the position, as directed by the Program Coordinator and Manager to meet unit objectives.

COVID – 19 pandemic response

- Provide guidance, advice, and support in collaboration with Executive Manager, and VACCHO staff member to provide timely information to VACCHO members, VACCHO CEO and staff, and other stakeholders
- Represent VACCHO on the Aboriginal and Torres Strait Islander COVID-19 Advisory Group (Australian Government Department of Health, Indigenous Health Division), including attendance at group meetings
- Support ACCOs and VACCHO in developing and implementing consistently evidence-based infection control and prevention guidelines (as part of the VACCHO Infection Control and Prevention and Clinical Governance project)
- Represent VACCHO on the COVID-19 Healthcare Worker Infection Prevention – Primary Care Working group (Victorian DHHS)
- Support ACCOs and VACCHO in the planning of COVID-19 vaccine roll-out programs, with consideration for workforce and training needs, workflow development, advocacy for various avenues of funding, and collaboration with state and federal health departments

Workforce Strategy:

- Provide guidance, advice and support to the Statewide GP Workforce Strategy Coordinator in the development of the GP Workforce Strategy for 2021-2031

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

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Other Employment Related Information

- A National Police Records Check is required as a condition of employment
- A working with children check is required
- A Victorian Drivers Licence is required
- Travel will be required
- VACCHO is a Smoke Free workplace

Key Selection Criteria

Skills/ Experience:

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control;
- Medical degree, and current registration as a Medical Practitioner with AHPRA
- Further relevant postgraduate training/study and recent experience in general practice and public health in the community and public health context
- Experience within Aboriginal Community Controlled Health, primary health, or community health environments;
- Ability to work with Aboriginal organisations, community members, mainstream health organisations, government and other key stakeholders in culturally appropriate ways;
- Knowledge and understanding of the issues affecting the health of Aboriginal Australians, particularly public and primary health;
- Interest and demonstrated experience in supporting clinical quality improvement activities and/or leading change;
- Demonstrated ability to take initiative, and work both independently and as part of a team
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times;
- Demonstrated project coordination and evaluation experience, including the ability to identify barriers and provide solutions;
- Highly developed written and oral communication skills including the ability to communicate clearly and effectively with clinical and non-clinical stakeholders;
- Excellent interpersonal skills to liaise with a wide range of people and key stakeholders, and demonstrated ability to develop, maintain and enhance relationships.

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Experience working in an Aboriginal Community Controlled Health Organisation.

Position Description Acceptance

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I _____ (Incumbent Name) have read and, understood the
above Position Description and agree to carry out the duties listed in my position description

SIGNED by the EMPLOYEE

.....
Signature: Name: Date:/...../.....

SIGNED by the MANAGER

.....
Signature: Name: Date:/...../.....

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