

## POSITION DESCRIPTION

POSITION TITLE	<b>Program Development Officer - Healthy Ageing</b>
LOCATION	Penrith NSW
STREAM	Primary Care Support and Development
HOURS	38 hours per week
PD VERSION	1.0

Wentworth Healthcare Limited, provider of the Nepean Blue Mountains Primary Health Network (NBMPHN) is a not-for-profit organisation which works to improve health for the people in our community. This includes the Blue Mountains, Hawkesbury, Lithgow, and Penrith local government areas.

Our mission is to empower general practice and other healthcare professionals to deliver high-quality, accessible, and integrated primary healthcare that meets the needs of our community.

### 1. Primary Purpose of This Role

The *Program Development Officer* will be part of the Healthy Ageing and Palliative Care project team. This project role involves supporting both Residential Aged Care Homes (RACHs) and commissioning activities that support those ageing in the community setting across the Nepean Blue Mountains region. The role will contribute to the implementation of a range of initiatives that facilitate more timely access to primary health care professionals, improving the management of chronic conditions and reducing the need for hospitalisation where it can be avoided. This role will assist with the development of activities that support healthy ageing and older people to live at home longer.

The position will develop and maintain relationships across the aged care sector, including RACHs, primary care, allied health professionals, the local health district, NGOs and digital health agencies. A critical component of the role will be the development and management of stakeholder relationships and prioritising competing needs to achieve desired outcomes.

Specifically, this role will:

- Contribute to commissioning healthy ageing strategies and initiatives for vulnerable population groups including people with complex chronic diseases.
- Support RACHs across a range of programs to build their capacity to enhance support for their residents and ensure access to primary care to ensure continuity of care.
- Contribute to the commissioning of primary health care providers to provide care to residents in RACHs where availability of a primary care workforce is limited.

### 2. Key Outcomes

- 2.1. Relationships with key stakeholders are developed and managed to ensure ongoing engagement and collaboration to meet the objectives of the Healthy Ageing Strategy.

- 2.2. Operational processes that support management and coordination of projects will be developed, implemented, and monitored in conjunction with our staff.
- 2.3. RACHs are supported to increase the availability and access to primary health care support for residents including digital health (My Health Record), and MyMedicare (voluntary patient registration).
- 2.4. Improved access to, and support for older people to engage with healthy ageing initiatives that better manage their chronic health conditions.
- 2.5. Capacity building activities including education and training are coordinated and delivered across primary health care and aged care settings to improve awareness of healthy ageing initiatives and increase the capability of residential aged care staff.
- 2.6. Key stakeholder relationship and engagement activities are undertaken in a professional manner and underpin the scoping and maintenance of new and existing initiatives and opportunities.
- 2.7. Projects and initiatives will be implemented, coordinated, and maintained within budget and on time in accordance with contractual guidelines and Wentworth Healthcare's annual plan.
- 2.8. High-quality documents and other related communication outputs are developed.

### 3. Key Relationships

This role is situated in the organisation's Primary Care stream, and has the following key relationships:

Supervisor:	Manager Healthy Ageing and Palliative Care
Significant Internal Relationships:	Executive Manager Primary Care Development Executive Team Manager Workforce Partnerships and Development Manager Primary Care Initiatives Manager Primary Care Quality Improvement
Significant External Relationships:	Residential Aged Care Homes General Practices Nepean Blue Mountains Local Health District Digital Health Agencies Department of Health and Aged Care
Number of Direct Reports:	NIL

### 4. Role Requirements

#### 4.1. Essential

- Relevant tertiary qualification and/or equivalent experience in the field of health, aged care, program management or community services.
- Demonstrated knowledge and understanding of Residential Aged Care Homes and/or the aged care sector.
- Highly developed communication skills, both written and oral, and engagement skills to foster and maintain relationships with internal and external stakeholders.
- Demonstrated program management experience with problem solving skills and the capacity to analyse information and plan approaches.
- Demonstrated, highly developed organisational skills with the ability to manage several parallel priorities and achieve desired outcomes within specific timeframes.
- Proven ability to utilise information technology tools (in particular the Microsoft Office suite, customer relations databases, email, and internet) to an intermediate level.

#### **4.2. Desirable**

- Demonstrated knowledge and experience working with primary health care providers including General Practitioners, Nurse Practitioners and Allied Health Providers.

### **5. Special Conditions**

- 5.1. Some out of hours work on evenings and/or weekends may be required (e.g., attendance at community forums or meetings).
- 5.2. Travel across the region within the Wentworth Healthcare boundary may be necessary.
- 5.3. Ongoing requirement to consent to a regular National Police Check being conducted.
- 5.4. Current NSW Driver's Licence.
- 5.5. Working with Children Check (if Appl.).
- 5.6. This role may be subject to public health orders relating to a pandemic or other health emergency. By signing this position description, I agree to comply with all public health order directives.

### **6. Work Health and Safety**

Your safety responsibilities as an employee of Wentworth Healthcare are to take reasonable care of yourself and not do anything that would affect the health and safety of others at work.

You must follow any reasonable health and safety instructions from your employer. It is important that you:

- Work safely.
- Follow instructions.
- Ask if you're not sure how to safely perform the work.
- Use personal protective equipment (PPE) in the way you were trained and instructed to use it.
- Report injuries and unsafe and unhealthy situations to your supervisor or to your Health and Safety Representative.

## Acceptance of Position

I hereby accept the position as outlined in the above points and agree to abide by the organisation's values and procedures.

I understand this Position Description is designed to provide a guide to the responsibilities and activities to be undertaken by this position, and that it is not intended to be an exhaustive list. I also agree that there may be changes or additional responsibilities as elements of the role change from time to time.

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**Name**

.....  
**Signature**

.....  
**Date**

## Document Management

<b>Manager:</b>	Executive Manager Primary Care Development	Date:	Nov 2023
<b>Corporate Services Approver:</b>	People and Culture Officer	Date:	Nov 2023
<b>Executive Approver:</b>	CEO	Date:	Nov 2023