



Position Description

Position Title:	Program Coordinator – Rural Community Support
Term of Appointment:	From date of commencement to 30 th June 2011
Prepared by:	Rhett McLennan – Chief Executive Officer
Approved by:	Rhett McLennan – Chief Executive Officer
Date:	22 July 2010

ORGANISATIONAL CONTEXT

GPA South Gippsland is a Commonwealth funded organisation that aims to improve the health of the community through recruitment and retention of GPs, promotion of best practice systems and integration of general practice with other health services. The Company undertakes a range of programs funded by the Commonwealth Department of Health and Ageing and the Victorian Department of Health to enhance the health of the community in response to local needs. A locally elected Board of Directors, representing General Practitioner and other members, oversees the strategic direction of the Company. The Company currently employs a total of nine staff, six as employees and the remaining three are employed by the Company on behalf of the South Coast PCP). The Company Office is located in Inverloch, central to the South Gippsland Region.

The South Gippsland region covers approximately 41,000 square kilometres with a population of approximately 60,000, which increases to 80,000 during the summer. The region encompasses the geographical area from Kooweerup and Phillip Island on the Western border to Yarram in the East and Lang Lang, Mirboo North and Boolarra to the North, and Wilsons Promontory to the South.

OVERVIEW OF THE ROLE

The role is to coordinate support activities provided for rural communities across South Gippsland.

POSITION OBJECTIVE

To ensure that rural communities have access to counselling through community outreach, coordination with other agencies providing mental health counselling services.

Note: This position description is subject to review and may change in accordance with the needs of GPA South Gippsland operations, clients and customers.



Position Description

RESPONSIBILITIES

- Establish and continue current linkages and partnerships with appropriate regional health providers to ensure that counselling across region is coordinated to achieve optimal service delivery outcomes.
- Identify the number and type of service delivery activities provided across the region.
- Establish and maintain links with key organisations, including but not limited to: beyondblue, Lifeline, General Practice Victoria, Australian General Practice Network, relevant officers for both South Gippsland and Bass Coast Shire Councils, appropriate regional health agencies and providers, local general practitioners, South Coast PCP and relevant health professional organisations and work with them to improve .community knowledge and response to mental health issues.
- Undertake community outreach activities including establishing and maintaining relationships with local service clubs and other community organisations to create awareness of mental health and to promote awareness of the mental health issues arising residing in rural communities including farming districts, promoting help-seeking behaviours and identification of appropriate referral pathways.
- Build on the previous coordinator's work on local mental health plans throughout the region.
- Identify target communities to be addressed by the initiative.
- Facilitate crisis counselling for individuals, families and communities in distress, including triage, service coordination and brokerage.
- Develop and implement an annual work plan to address the needs identified and the key strategies and activities to be implemented to achieve the objectives of the initiative.
- Participate in the implementation of rural support activities throughout South Gippsland through leading and developing a local, primary care based mental health plan in consultation with local community leaders and service providers in order to ensure an effective distribution of focussed existing and new service delivery activities across the region
- Develop linkages with general practitioners and other relevant health professionals so as to ensure support and further referral is provided for those in need of further mental health assistance.
- Prepare articles periodically for inclusion in the Fortnightly Update and GPA Newsletter.
- Effectively manage program within the allocated budget.
- Develop strategies and objectives for the 12 month business plan relating to the Mental Health Support Initiative for Drought Affected Communities.
- Maintain records and prepare draft reports in accordance with contractual requirements.

Note: This position description is subject to review and may change in accordance with the needs of GPA South Gippsland operations, clients and customers.



Position Description

ORGANISATIONAL RELATIONSHIPS

Responsible to:	Chief Executive Officer
Responsible for:	Effective coordination of and delivery of mental health support for rural communities throughout the Bass Coast and South Gippsland local government areas.
Internal Contacts:	Mental Health Coordinator Office Manager
External Contacts:	GPs and private practice mental health professionals, South Gippsland & Bass Coast Shire Councils, Regional mental health providers, Community service clubs and other appropriate community groups, and other regional health organisations.

KEY RESULT AREAS

- Satisfactorily meet contractual requirements.
- Effective communication with internal and external stakeholders.
- Timely and accurate reporting on program activities.
- Active participation in GPA South Gippsland operational and administrative activities.

JUDGEMENT AND DECISION MAKING

- Follows established best practice quality processes.
- Capable of establish and implementing plans within the nominated program areas.
- Research and deploy effective strategies to achieve desired outcomes.

SKILLS AND KNOWLEDGE

- Relevant mental health, or counselling qualifications and/or experience.
- A sound knowledge of mental health and counselling intervention strategies.
- Demonstrated high level organisational skills
- Well developed oral and written communication and networking skills.

Note: This position description is subject to review and may change in accordance with the needs of GPA South Gippsland operations, clients and customers.



Position Description

QUALIFICATIONS AND EXPERIENCE

Experience in mental health, nursing or other relevant health related discipline is preferred. A background in health and qualification at the Mental Health First Aid Course would be well regarded, along with experience in program service delivery.

Prior involvement in health related program service delivery will be well regarded

SELECTION CRITERIA

Essential:

Current Victoria Drivers Licence.

Microsoft Office programs knowledge and competence.

Prior health related qualifications or experience.

Local knowledge of current services and networks available.

An affinity with the local population of South Gippsland and its communities.

Well developed interpersonal and networking skills.

Ability to work as a member of a multi disciplinary team.

Desirable:

Previous involvement with coordination of multi agency service delivery.

Note: This position description is subject to review and may change in accordance with the needs of GPA South Gippsland operations, clients and customers.