

# Austin Health Position Description



## Position Title: Grade 3 Family Violence and Child Safe Program Coordinator

Classification:	Allied Health Professional Grade 3 or equivalent
Business Unit/ Department:	Division of Allied Health
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021- 2026  Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025
Employment Type:	Part-Time
Hours per week:	24 to 32 hours per week
Reports to:	Chief Allied Health Officer
Direct Reports:	0
Financial management:	Budget: Nil
Date:	14/10/2024

## About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

## Position Purpose

Austin Health is committed to providing leadership in preventing family violence and promoting the safety of children to create a safe, inclusive and respectful workplace and community. The vision is to develop a consistent and coordinated “whole of health service” best practice approach for patients and staff who may be experiencing family violence.

The Strengthening Hospital Responses to Family Violence (SHRFV) Program of work relates to the implementation of the Multi-Agency Risk Assessment and Management (MARAM) Framework and Information Sharing Schemes (FVISS and CISS). This program of work aims to increase the skills and confidence of staff, develop and share resources and build hospital capacity to better respond to family violence and child safety concerns.

The MARAM articulates the capabilities that workforces need to achieve over the next ten years to ensure effective responses to victim survivors of family violence and perpetrators of family violence. The MARAM resources consist of several clinical tools and training modules that set clear standards about how we care for these patient groups and our staff experiencing family violence. Implementation and adaptation of the MARAM resources require a program management approach with a ‘whole of hospital’ reach.

The Family Violence and Child Safe Program Coordinator role is a fixed term position, responsible for planning, implementation, and reporting of activities in relation to key Austin Health priorities in the areas of Family Violence, MARAM alignment and Child Safety. Key responsibilities include:

- Ensure robust organisational governance processes are in place to facilitate Austin Health to achieve its objectives with respect to Family Violence and Child Safety
- Review, action and monitor key program objectives as stated within the AustinHealth Family Violence and Child Safe Action Plan.
- Provide advice and guidance to support the continued development of AustinHealth’s response to family violence (including organizational alignment to MARAM) and implementation of the Child Safety Standards
- Support the ongoing communication and education strategy
- Manage relationships with external and internal partners and stakeholders to support the project deliverables.
- Undertake other duties as directed.

The position is supported by the following structure:

- Collaboration with the Family Violence and Child Safety Subject Matter Experts within the organization
- Regular reporting to Executive Sponsor
- Program guidance from the Austin Health SHRFV Working Group (Family Violence Team)
- Reporting to the Family Violence and Child Safe Governance Committee
- Program guidance from the Austin Health Child Safe Working Group
- Reporting via progress statements, legislative compliance updates and Quality of Care Report.

The Family Violence and Child Safe Program Coordinator role also works closely with the Family Violence and Child Safe Program Lead, Specialist Family Violence Advisor (Mental Health) Social Work Manager and Associate Director Allied Health Workforce and Innovation,

## About Allied Health

The Division of Allied Health, comprises the following services:

- Allied Health Therapies – Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Clinical and Neuropsychology (General Health) and Creative and Leisure Services
- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services
- Ngarrra Jarra (Aboriginal Health) Team
- Northern Centre for Sexual Assault (NCASA).

## Purpose and Accountabilities

### Role Specific:

The Family Violence and Child Safe Program Coordinator role responsibilities include:

### Leadership

- Support the governance and strategic oversight of the program of work within the Family Violence and Child Safety program of work
- Lead and support the delivery of strategic objectives aligned with the delivery of the MARAM framework and information sharing schemes
- Provide regular and frequent reports to the Executive Sponsor, Family Violence and Child Safe Governance Committee and other internal and external committees.
- Communicate with stakeholders in accordance with the communication plan (this may include preparing and/or giving presentations).

### Program Specific

Apply sound project management methodology to the following project tasks:

- Action and undertake key family violence program activities (Governance, Communication, Learning/ Education, Systems) as stated within the Austin Health Family Violence and Child Safe Action Plan in accordance with the timeframes set out by the hospital and Executive Sponsor.
- Work collaboratively with subject matter experts to deliver program activities.
- Co-ordinate meetings; agendas, reports for all meetings.

### **Quality and Safety**

- Provide advice and guidance to support compliance with the National Safety and Quality Health Service Standards.
- Contribute to risk management in relation to family violence and child safe issues across the organisation including presenting to relevant organisational committees and Executive on family violence and child safe risk mitigation activities.
- Undertake compliance and improvement activities against the key elements of quality and safety.
- Contribute to activities and the promotion of clinical excellence and continuous improvement.
- Participate in quality and evaluation activities relating to family violence and child safety practice.

### **Information Management**

- Ensuring the appropriate dispersion of information to staff.
- Adherence to Austin Health's policies for use of Information Technology.
- Meeting activity and reporting timelines for projects and committee work.
- Maintenance and store of minutes of meetings in areas of responsibility.

### **Occupational Health and Safety**

- Awareness of and adherence to occupational health and safety procedures including Infection Control within the department and the hospital.
- Participation in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management.

### **All Employees:**

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality & risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

## Selection Criteria

### Essential Knowledge and skills:

- Approved degree in one of the allied health or nursing professions and evidence of eligibility for membership with relevant Association and/or registration with AHPRA.
- Experience in participating in projects in a large institution.
- Experience in the development of service initiatives and program development.
- Evidence of involvement in and/or understanding of principles of research and evaluation.
- Ability to develop and foster collaborative working arrangements and strategic alliance with relevant services and organisations.
- Ability to manage both internal and external relationships.
- Demonstrated commitment to ongoing professional development.
- High level interpersonal skills that promote team development, engagement, and proven ability to relate to people at all levels within an organisation.
- Excellent written and verbal communication skills.
- Sound digital capability

### Desirable but not essential:

- Experience in working in a hospital in a clinical role.
- Knowledge and understanding of MARAM, Information Sharing Schemes, SHRFV and Child Safe Standards and the service delivery environment in Victoria.

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	