

Description

Job Title: Project Officer
Ref No: OP117
Portfolio & Program: Community Aged Care
Reporting Relationship: Head of Community Aged Care
Classification: Salaried
Date: November 2019

Our vision is justice, respect and fullness of life for all. Our purpose is; Together we change lives.

My purpose is to...

Actively implement, manage, evaluate and report on a CHSP Innovation Project trial within a Home Care setting.

I will make a difference when I...

Customer Service

- Act in a professional manner, providing prompt and courteous responses to customers, families/carers and colleagues at all times
- Am prepared to be flexible regarding work practices to deliver successful project outcomes
- Promote the rights of customers at all times (this includes the right to confidentiality, privacy, individual choice and decision-making.)

Project Coordination

- Project manage the implementation of the CHSP Innovation Project in collaboration with the Head of Community Aged Care and other key stakeholders.
- Lead project communication and participant recruitment
- Provide coordination and facilitation of project activities to meet service delivery requirements
- Develop and deliver effective evaluation methodology
- Ensure monitoring, review and modification of the project plan, in liaison with the Head of Community Aged Care.
- Research, collate and prepare information for use in internal and external evaluations and reports as required.

People Engagement

- Ensure key communication supports staff engagement required for successfully project delivery.
- Liaise with and engage relevant stakeholders in the development of the new project.
- Establish consultative processes to engage diverse stakeholders in the development of new practices and procedures required for project implementation.
- Provide regular forums to discuss and support project implementation

Work Health and Safety (WH&S)

- Contribute to the positive growth of the organisation's safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.

To make a difference I will...

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
- Have evidence of my right to work in Australia
- Keep up to date with accreditation standards and industry developments for best practice in Aged Care
- Be willing to work at other sites as required
- Current Drivers Licence
- Access to a vehicle

National Police History Check

Elder Abuse Reporting

Direct Reports: Nil

Working Relationships: Home Care Managers, Service Coordinators/ Facilitators, customers, their family and representatives and project partners

I will utilise my.....

Qualifications

- Certificate in Project Management and Business Administration (desirable)

Skills and Abilities

- Project Management
- Communication and effective collaboration
- Report writing
- WH&S knowledge and skills suitable for the position.
- Work within a team environment in accordance with AnglicareSA values.

My dedication and commitment

Job holder Signature: Date.....

Print Job holder Name:

General Manager, Aged Care Services: 

Date: 1 Nov 2019