

## Intellectual Disability Service Navigator

- **Mascot location / Working from Home Available**
- **Close to train station!**
- **Salary packaging available**
- **Full time & Part Time positions**

### About us

Central and Eastern Sydney PHN is a Not-For-Profit Primary Health Care Organisation covering Sydney Local Health and South Eastern Sydney Local Health District regions.

Our aim is to increase the efficiency and effectiveness of primary health care services for patients particularly those at risk of poor health outcomes; and improve coordination of care.

PHNs are new and exciting additions to the primary health care landscape. You can find out more about this PHN at [www.cesphn.org.au](http://www.cesphn.org.au).

### About the Role:

This new position is part of a broader effort to improve the health system experience and response for people with an intellectual disability accessing primary care services. The Intellectual Disability Service Navigator is responsible for improving access to primary care and other specialised services for those with an intellectual disability and their carers. This position will support the development of referral networks utilised by primary care providers to ensure those with an intellectual disability and their carers get access to quality services that best addresses their needs.

This will require a sound knowledge of issues related to intellectual disability, specifically those identified in the Central and Eastern Sydney PHN's (CESPHN's) needs analysis and the priorities established by the Commonwealth Government.

The maintenance of professional working relationships with a diverse range of stakeholders including general practice, allied health, private service providers, the Local Health Districts, community representatives and social services will be a key requirement of the position to ensure high quality project outcomes. The Intellectual Disability Service Navigator will also be required to support health system integration and stakeholder engagement, person centred approach and quality improvement in general practice

The Intellectual Disability Service Navigator will be located within the Population Health and Chronic Disease team and will be required to provide expertise and guidance on matters relating to intellectual disability.

### Your responsibilities will be:

- Collaborate with local service providers to develop locally tailored cross-sectoral intervention and support protocols that drive opportunities for improved service integration.
- Consult and provide in-reach services to general practice and allied health to facilitate service navigation and referrals across multiple sectors, thereby improving the continuum of care and reducing service gaps.
- Promote, review and further develop the local HealthPathways resource to assist primary care

providers with clinical decision-making and referral tools, that enable appropriate referral to local services. Develop and promote referral pathways to meet the needs of our local communities in relation to intellectual disability and chronic disease management and prevention.

- Support general practices to engage in person centred care, quality improvement activities and apply a systematic approach to the provision of patient care.
- Foster GP and Allied Health champions who will act as local leaders in the area of intellectual disability and advocate for change among medical and allied health practices seeking to improve their services.
- Participate in local interagency groups to increase knowledge of the local service system, build relationships and promote the project.
- Liaise with health professionals, the community, service providers and other relevant stakeholders to provide input into program planning, development, implementation and monitoring.
- Monitor and report on program activities, budget and outcomes, and implement evaluation plans for the program activities as directed. Support the collection and maintenance of high quality data in compliance with policies and procedures, including the protection of confidential information and the implementation of data quality improvement plans.
- Participate in the development of a safe and healthy workplace and comply with WHS legislation and instructions given in adhering to safe work procedures.
- Provide input and assist in the planning and development of new policies, procedures, activities and services in the key project areas for both external stakeholders and internal staff.

You must address the criteria in your cover letter and send your cover letter and resume to:  
[recruitment@cesphn.com.au](mailto:recruitment@cesphn.com.au)

**Closing date: 17 May 2021**

If you have any questions about the role contact **Jane Miller 02 9304 8643**.

CESPHN is an equal employment opportunity employer committed to equity, diversity and social inclusion. Applications are encouraged from Aboriginal and Torres Strait Islander people.

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INFORMATION AND TO  
DOWNLOAD THE POSITION  
DESCRIPTION**