

Intellectual Disability Educator and Project Coordinator

- **Mascot location / Working from Home Available**
- **Close to train station!**
- **Salary packaging available**
- **Full time position.**

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.

About the Role:

The Intellectual Disability Educator and Program Coordinator is responsible for identifying, promoting and delivering educational strategies to primary care providers.

The Intellectual Disability Educator and Program Coordinator will coordinate education for General Practitioners, allied health, other primary care providers, practice staff and CESPHN staff and will promote integration with local health and social services. The Program Coordinator will be supported to develop innovative and creative strategies to engage with the target health professionals.

The Intellectual Disability Educator and Program Coordinator will be required to support health system integration and stakeholder engagement, person centred approach and quality improvement in general practice. An important function of this role will be to assist in influencing local service providers to improve practice to those with an intellectual disability and their carers.

Your responsibilities will be:

- Deliver training in intellectual disability for primary care providers to inspire changes in how care is provided to people with intellectual disability. This may include annual Medicare assessments, regular audits of My Health Record and access to NDIS
- Raise awareness of and deliver tailored education about intellectual disability to medical and allied health providers.
- Develop and promote referral pathways to meet the needs of our local communities, particularly in relation to intellectual disability and chronic disease management and prevention.
- Participate in local interagency groups to increase knowledge of the local service system, build relationships and promote the project.
- Monitor and report on program activities, budget and outcomes, and implement evaluation plans for the program activities as directed.
- Undertake the development of new programs that may involve development of program specifications and procurement documentation from tender to contract.
- Liaise with health professionals, the community, service providers and other relevant stakeholders to provide input into program planning, development, implementation and monitoring.
- In conjunction with the Population Health and

Chronic Disease Manager, CESPHN Executive, Program Advisory Committee and other stakeholders, develop program plan and timelines in priority areas which may involve development of procurement documentation.

- 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.

Please address the selection criteria in your cover letter or your application will not be considered.

Selection Criteria - Essential

- Tertiary qualifications in a health related field and/or relevant experience;
- Training and experience in intellectual disability;
- Training and experience in developing and facilitating quality education and resources;
- Demonstrated experience in stakeholder engagement and consultation, ideally in the primary health sector;
- Understanding of recent disability reforms including the National Disability Insurance Scheme.
- Experience in developing, implementing and evaluating community based health promotion programs in cross cultural settings;
- Strong organisational skills and the ability to set priorities, work effectively and achieve outcomes in complex and challenging environments.

Selection Criteria - Desirable

- An understanding of the primary health care environment and experience in communicating with health care professionals and consumers within CESPHN boundaries.
- Demonstrated ability to lead a team, oversee daily operations and monitor staff performance.

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

Closing date: 15 February 2021

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

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INFORMATION
AND TO DOWNLOAD THE
POSITION DESCRIPTION**