



Position Description

Position Identification			
Position Title:	Team Leader – Prevention and Chronic Illness Care Team		
Direct Reports	6.22 EFT	Indirect Reports:	0
Position Number: (from HRIS)	N/A	Effective Date:	March 2024
Location:	Bell Street, Coburg and other Merri sites as required		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	<p>ALLIED HEALTH PROFESSIONALS (VICTORIAN COMMUNITY HEALTH CENTRES) (MULTI-EMPLOYER) ENTERPRISE AGREEMENT 2022-2026</p> <ul style="list-style-type: none"> • Allied Health Professional, Grade 3 <p>Nurses and Midwives Enterprise Agreement 2020-2024</p> <ul style="list-style-type: none"> • Community Health Nurse Grade 6 <p>MERRI HEALTH - AUDIOLOGISTS, DIETITIANS, PHARMACISTS, PSYCHOLOGISTS AND DENTISTS ENTERPRISE AGREEMENT 2023 – 2027</p> <ul style="list-style-type: none"> • Dietitian Grade 3 		
Organisational Context			
Divisional:	Aged and Primary Care		
Program:	Prevention and Complex Care	Unit: Prevention and Complex Care	
Organisational Chart	<pre> graph TD GM[General Manger, Aged and Primary Care] --> M[Manager, Prevention and Complex Care] M --> TL1[Team Leader, Prevention and Chronic Illness Care] M --> TL2[Team Leader, Prevention and Chronic Illness Care] M --> TL3[Team Leader, Prevention and Chronic Illness Care – LWAW & CPS] M --> TL4[Team Leader, HARP Cardio-Respiratory] M --> PO[Project Officer] </pre>		
Position Summary			
<p>The Prevention and Chronic Illness Care Team (PCIC) is a multidisciplinary team focused on providing evidence-based services to community clients predominantly less than 65 years of age, primarily in the local government localities of Moreland, Darebin, Hume, Whittlesea and Moonee Valley. The Prevention and Chronic Illness Care Team is part of the Prevention and Complex Care program at Merri Health which also includes the Hospital</p>			



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Admission Risk Program (HARP) Team. The teams prevention to chronic disease management suite of services are delivered through a variety of state funding streams including the:

- Home and Community Care Program for Younger People (HACC PYP)
- Community Health Program (CHP)
- Early intervention in Chronic Disease (EICD) program.

The Prevention and Chronic Illness Care Team Leader reports to the Manager, Prevention and Complex Care and the position will be responsible for providing leadership and direction to the multidisciplinary staff in the day to day operations of the team, in order for the team to deliver high quality, evidence based services to the community in line with Merri Health’s Strategic Direction.

This position will be responsible for supporting the implementation of innovative, appropriate, effective and efficient model’s of care with a person centred care focus that considers the individuals needs from a prevention, early intervention through to established disease perspective. Of key attention will be working with the Manager and staff to develop pathways and improvements that support effective *Program structure, Prioritisation of need, Program delivery, Partnership development and Program monitoring*. It is expected this role will work closely with the other Prevention and Complex Care Team Leader’s to achieve key program objectives.

Position Accountabilities

Operational Leadership	<ul style="list-style-type: none"> • Support employees in the implementation of the annual Prevention and Complex Care Program Plan and Merri Health’s Strategic Plan. • Contribute to the overall operational and strategic direction of the Prevention and Complex Care Program as part of the leadership team. • Advise and support the Prevention and Complex Care Manager by identifying trends and contributing to proposals for the ongoing development of the Program. • Keep abreast of evidence-based guidelines to drive the development of innovative models of care for people, at risk of, or living with a chronic and complex conditions. • Participate in appropriate network and partnership initiatives and ensure the Manager is kept abreast of any key issues and trends arising. • Proactively establish referral pathways in partnership with key stakeholders both internally and externally to Merri in line with Program direction. • Promote and contribute to driving a culture committed to multidisciplinary collaboration and service integration across the Aged & Primary Care Division and other relevant services across Merri. • Undertake appropriate portfolio responsibilities as a member of the Aged & Primary Care Leadership Team to drive service development and improvement. • Provide leadership within the team to ensure the provision of safe and evidence-based services and multidisciplinary practice. • Ensure staff and individual adherence to relevant policies and procedures. • Contribute to and participate in program business meetings and divisional meetings . • Ensure monthly reports are completed and discussed with Manager. • In collaboration with other PCIC Team Leader, convene and lead team meetings monthly. • In consultation with the manager, <ul style="list-style-type: none"> ○ be responsible for team outcomes, ensuring targets and funding requirements are met. ○ Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
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	<ul style="list-style-type: none"> ○ Be accountable for enhancing the market reach of services delivered from the Fawkner and Glenroy sites. ○ Monitor and report on demand for service through waiting lists and activity levels and ensure strategies are implemented to mitigate risks. ● Coordinate staff diary schedules to ensure client access to appropriate and efficient service delivery. ● Coordinate service delivery within identified budget allocation, ensure monthly budget reports are reviewed, and concerns are discussed with the P&CC Manager. ● Establish collaborative working relationship and regular communication with clinical support staff to ensure the guidelines within the clinical support work practice are embedded. ● Ensure the services provided by staff are consistent with policies and practices that align with professional clinical standards.
<p>Quality and Safety</p>	<ul style="list-style-type: none"> ● Operate in accordance with Quality improvement systems, and lead staff in the promotion of quality, continuous improvement and evaluation activities. ● Collaborate with and lead staff in the promotion of quality, continuous improvement and evaluation activities. ● Develop, implement and review procedures, policies and operational guidelines to continue to ensure efficient and effective service delivery. ● Support clinical staff with the development of clinical outcomes that align with evidence based best practice models of care and ensure regular service evaluation as part of a continuous quality improvement approach. ● Monitor monthly incident reporting in conjunction with other PCIC Team Leader and Quality team, identifying any trends and develop plans to mitigate any further risk. ● Report incidents, complaints or grievances to the Prevention and Complex Care Manager and assist investigation processes as per policy.
<p>People Management</p>	<ul style="list-style-type: none"> ● People management through the employment life cycle, including recruitment, orientation, performance management, development, leave, and separations. ● Ensure operational effectiveness of the team in relation to delegated staff matters including recruitment, staff orientation and support, supervision and development, handling of relevant grievance and discipline procedures and approving leave. ● Provide regular operational supervision to employees in the team in line with Merri Health policy and procedures. ● Ensure applicable employees comply with professional registration, national code for health care workers and delegated scope of practice ● Manage employee retention and coordinate workforce planning across the Team to ensure responsiveness to changing or emerging client needs ● Promote and monitor compliance of people management processes to all Merri standards, policies and procedures ● Identify and support team professional development opportunities ensuring alignment with P&CC Program Plan and Merri Health Strategic Direction. ● Participate in professional development opportunities to support this position ensuring alignment with Program Plan together with Merri Health Strategic Direction. ● Build a culture of ambition and success across the Team through motivating and developing employees by promoting continuous



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	<p>improvement</p> <ul style="list-style-type: none"> • Ensure the performance objectives of the Team are communicated, understood, and cascaded to all employees through effective development of individual KPIs and work plans • Ensure appropriate succession plans are in place to achieve longer term strategies
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required. • Understand and implement accreditation standards that apply to team and organisation • Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements • Support staff to understand and apply new and changed policies and procedures. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the LGLBTIQ community and those living with a disability to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s</p>
<p>Key selection criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Tertiary qualification in Nursing, Allied Health or Community Health Sector • Post graduate qualifications in a relevant field or equivalent experience • Demonstrated ability to lead a complex, multidisciplinary team • Demonstrated understanding of chronic disease frameworks and the use of best practice guidelines around prevention, risk factor modification and chronic disease management • Highly developed written and verbal communication skills • Demonstrated experience in data collection and analysis.
<p>Desirable</p>	<ul style="list-style-type: none"> • Experience working across acute, sub-acute & community health settings. • An understanding of strategic thinking, planning and service development



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	<p>concepts.</p> <ul style="list-style-type: none">• Post graduate qualification in management or a desire to develop management skills.• Demonstrated project management skills.• Knowledge and understanding of the issues related to working with vulnerable people who are at risk of developing chronic disease.
Checks, Licences and Registration	<ul style="list-style-type: none">• Current National Police check• Working with Children check• Current full or probationary drivers licence• Current Relevant Professional Registration• Statutory Deceleration• Immunisation Category C