



Position Description

Position Identification			
Position Title:	Community Representative		
Direct Reports	Not Applicable	Indirect Reports:	Not Applicable
HRIS Position Number:		Effective Date:	February 2020
Location:	Coburg/Preston Merri Sites for meetings		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Not Applicable – Volunteer Role		
Organisational Context			
Divisional:	Governance		
Program:	Board Community Engagement Committee	Unit:	Community Engagement
Organisational Chart	<pre> graph TD A[Board of Directors] --> B[Board Community Engagement Committee] A --> C[Board Quality, Safety and Clinical Governance Committee] A --> D[Board Finance, Adult and Risk Committee] B --> E[Internal Community Engagement Committee] </pre>		
Position Summary			
<p>The Board Community Engagement Committee is a sub committee of the Merri Health Board and is therefore accountable to and reports to the Merri Health Board of Directors. The purpose of the Committee is to support the Board to achieve the objectives set out in Merri Health’s (Merri) Strategic Directions. Members are appointed by the Board of Directors on the recommendation of the Chair of the Board Community Engagement Committee. Community members are selected to reflect perspectives of the communities, consumers and carers served by Merri and are not appointed as representatives of specific organisations.</p> <p>The Community Representative will be part of the committee comprising of consumer/community representatives, Merri employees and Board Directors. The Community Representative’s role is to represent their community and their experience and understanding of the needs of consumers. Community Representatives are appointed for a term of three (3) years after which they may re-apply for appointment.</p> <p>The role of the Board Community Engagement Committee is to:</p> <ol style="list-style-type: none"> A. Provide advice and recommendations to the Board on consumer participation, community engagement and membership. B. Explore new opportunities for increasing consumer participation and community engagement. C. Provide the Board with a mechanism to gather advice, comment and suggestions on policies, procedures, plans or strategies relevant to community engagement and consumer participation. 			



Position Description

D. Provide the Board with a mechanism to gather advice, comment and suggestions regarding meeting the needs of diverse groups within our community.

Definition: Community in this context refers to people who use services delivered by Merri, people who live, work or study in the areas where Merri delivers its services, as well as partners and stakeholders within those areas.

Position Accountabilities

<p>Responsibilities</p>	<ul style="list-style-type: none"> • To enable participation across Merri services and provide a central focus for all strategies and mechanisms for Consumer, Carer and Community participation at Merri • To provide strategic advice, from a Community organisation perspective, in relation to health service policy and services to the Community • To advise the board on Consumer, Carer and Community views so they are recognised and reflected in service delivery, planning and policy development • To identify and advise the board on priority areas and issues requiring Consumer and Community participation • To participate in the Merri’s strategic planning process • To oversee the development of a strategic Consumer participation plan for approval by the Merri Board, and monitor the implementation and effectiveness of the approved plan • To advocate on behalf of the Community, including promotion of strategies to address social and economic disadvantage and health inequalities • To facilitate communication between Consumer, Carer and Community groups and Merri • To participate in the monitoring of key performance indicators relating to Consumer Experience and Participation for Merri • To contribute to the development of the Quality Account (our annual report to Consumers) • To assist in the identification of development and training needs in relation to Consumer, Carer and Community participation at Merri, and make recommendations to the board on how to meet these needs <p>Other Duties</p> <ul style="list-style-type: none"> • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Ensure that the affairs of Merri, its clients, and employees remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Merri
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All community representatives 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.



Position Description

	<p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification and management. • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities <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 GLBTIQ community and those living with a disability to join our workforce.</i></p>
<p>Capabilities</p>	<p>All volunteers 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 Capability Matrix.</p>
<p>Key Selection Criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Be able to reflect the needs and interests of a broad range of Consumers and communities • Be able to articulate the potential issues that confront consumers, families and Carers who receive services from Merri • Be able to work constructively with fellow committee members and Merri employees and management to improve the quality and accessibility to Merri services • Demonstrate an understanding of Consumer participation principles • Demonstrate an understanding of governance principles and work on a strategic level • Be 18 years of age and over • Commit to attend a minimum of five (5) community engagement meetings per year. An annual meeting calendar is agreed to and distributed at the beginning of each year with bimonthly meetings on Tuesday’s 5.30pm – 6.30pm.
<p>Desirable</p>	<ul style="list-style-type: none"> • Have an understanding of the healthcare experiences of people who are <ul style="list-style-type: none"> ○ Socially or economically disadvantaged ○ Have chronic or complex health conditions ○ From culturally and linguistically diverse (CALD) backgrounds ○ People with disability ○ Aboriginal or Torres Strait Islander ○ Lesbian, Gay, Bisexual, Transgender, Intersex, Queer (LGBTI) people • Have established links with Consumer or Community groups • Demonstrated experience on a committee at the organisational or governance level • Demonstrate a basic knowledge of the Australian health/welfare care system
<p>Checks, Licences and Registration</p>	<ul style="list-style-type: none"> • National Police check • Statutory Declaration • Code of Conduct