

Bellarine Community Health (BCH) – Strategic Directions 2022 - 2025

Purpose Statement

We deliver high quality services and programs that improve the health and wellbeing of our community.

This means that we always innovate and develop what we do to align with the health and wellbeing needs of people on the Bellarine.

Guiding principles

These principles are at front of mind in all decision making and operational processes. They relate to how we see ourselves and how we will work with all those with whom we come in contact.

- We strive to become a sustainable organisation with a strategic mindset
- We value and support our staff, clients, and volunteers
- We work with our community to design services and programs to meet their needs
- We act at all times in the interests of the organisation and the community
- We are guided by best practice actions – always

Strategic Priorities

- To engage with our community across all ages, groups, and cultures so we are always responsive
- To build awareness of our organisation and our services so we are recognised and are a preferred health provider to our community
- To be a sustainable Health service responsive to our growing community
- To nurture a positive workplace culture

BCH is the largest healthcare provider on the Bellarine Peninsula with sites in six locations:

- Drysdale (2 sites)
- Ocean Grove (2 sites)
- Portarlington
- Point Lonsdale

BCH delivers and promotes health and wellbeing programs. BCH provides a range of services including allied health, community and palliative care nursing; mental health; in home care, health promotion and dental.

Position Information

Position Objective:

The Healthy Communities Manager is responsible for leading the development, implementation, monitoring, evaluation and reporting of effective primary prevention practice.

The Manager oversees the development of Bellarine Community Health's - Health Promotion Plan to support the health and wellbeing of the local community through the delivery of collaborative and place-based, best practice health promotion programs and activities.

The Manager ensures programs and activities are delivered in line with the Community Health – Health Promotion (CH-HP) program guidelines and BCH's CH-HP Plan.

The Manager is responsible for the day-to-day operational management, line management and leadership of the Healthy Communities Team.

Reports to:	Executive Director Child, Youth and Families
Direct reports:	Healthy Communities Team staff
Program:	Child, Youth and Families
Location:	Based in Point Lonsdale, but may work across other Bellarine Community Health sites
Award:	Community Health Centre (Stand Alone Services) Social and Community Services Employees Multi Enterprise Agreement 2022
Employment Status:	Ongoing (Part Time, as negotiated) Probation Period: 6 months
Remuneration and benefits:	Access to excellent salary packaging provisions. Employer Superannuation at the statutory rate.
Mandatory Requirements:	<p>Bellarine Community Health expects all applicants to present evidence of the following:</p> <ul style="list-style-type: none"> • Current Working With Children’s Check • Current NDIS Worker Screening Check (if in a “risk assessed” role) • Current Police Check (within 12 months from date of application) • Current Victorian Driver’s Licence <p>Immunisation Status: COVID-19 and current Influenza Vaccination is recommended.</p> <p>If you are applying for a position in dental, nursing, sterilising, or podiatry, you are required to have the following vaccinations: Hepatitis B, MMR, Pertussis and Varicella.</p> <p>If you are applying for a position working with children, you are required to have the following vaccinations: MMR, Pertussis, Varicella.</p>

Organisational Requirements	
Diversity	Commit to providing a safe and welcoming health service for everyone. We celebrate the diversity of different ages, gender, ethnicity, physical ability, sexual orientation, religious belief, work experience, and educational background.
Child safety	<p>Make a commitment to the safety and wellbeing of children and young people. This means to protect and support, enhance wellbeing, and reduce any opportunities for abuse, or harm to occur.</p> <p>Every child has the right to live a full and productive life in an environment that builds confidence, friendship, security, and happiness, irrespective of their family circumstances and background.</p> <p>Children have the right to give their views and opinions about decisions that affect them and to be listened to.</p>
Consumer engagement	Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities.
Person/family Centred Approach to service provision, health promotion action	<p>Identify, strengthen capacity, and address any barriers that prevent a consumer maximising their independence and choice in decision making about the way their services are delivered.</p> <p>Actively seek opportunities to engage with clients and where appropriate (their families) that will enable them to be autonomous including:</p>

and access to information.	<ul style="list-style-type: none"> • Building on strengths and goals to maximise independence and individual capabilities in decision making. • Provide a voice in the management of their own health and wellbeing; and, • Look for ways to improve the health of diverse communities.
Occupational Health and Safety (OH&S)	<p>Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service</p> <ul style="list-style-type: none"> • Report any incidents or potential hazards in accordance with Bellarine Community Health policies and procedures including effective reporting via Incident management system. • Demonstrates a commitment to health and safety in line with Bellarine Community Health OHS policies and procedures, training requirements and legislative/regulatory requirements. • Evidence of compliance with OHS policies and procedures. • Participation in team meetings where key OHS issues are discussed and resolved. • Evidence of hazard and incident reporting using incident management system. • Maintains compliance with mandatory OHS training requirements.
Health Promotion	Support and contribute to the activities and projects outlined within the BCH Health Promotion Plan, as required. Implement a health promoting practice approach to service delivery that addresses the social determinants of health.
Strategy and Planning	Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan.
Continuous Quality Improvement	<ul style="list-style-type: none"> • Adopt and promote a culture of continuous quality improvement within area of practice and the broader organisation. • Contribute to the accreditation process, including identifying, developing, implementing, and evaluating quality improvement activities. • Commit to a culture of trust, openness, learning and accountability to improve service quality and safety. • Participate in data collection and audit processes to ensure compliance with applicable accreditation standards. • Demonstrate respect for individual's values, customs, cultural and spiritual beliefs to ensure patient care is effective and culturally appropriate. • Complete all mandatory training and education.
Risk Management	Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation.
Equal Opportunity	BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged.

Position Specific Responsibilities

The Healthy Communities Manager is responsible for:

- Providing overall direction and leadership for the Healthy Communities team.
- Development and oversight of the Community Health – Health Promotion Plan and related budget consistent with Department guidelines.
- Supporting the team to develop and implement effective and sustainable programs that promote preferred community behaviours and health outcomes.
- Monitoring and leading evaluation of health promotion activities.

- Maintaining records in accordance with program guidelines and funding requirements to ensure all Department reporting requirements are met.
- Providing day to day coaching, mentoring, support, and direction to foster an engaged and effective team. Create and implement a culture of trust, collaboration and ownership.
- Supporting the team to deliver best practice in their health promotion work ensuring activities are delivered using health promotion principles, including equity, capacity building, sustainability and scalability.
- Initiate and promote the value of regular supervision, annual work plans and undertake annual performance reviews.
- Creating opportunities to strengthen the team's capacity in evidence-based prevention and health promotion planning, implementation and evaluation and ensure timely completion of mandatory training.
- Facilitating regular team meetings and attending internal and external meetings that contribute to positive partnerships and connections.
- Applying health promotion principles, to support the team to explore and challenge current methodologies and practices to develop and implement innovative programs that support community health and wellbeing.
- Establishing strong internal partnerships to support achievement of Healthy Communities Team Health Promotion Plan.
- Developing and facilitating effective external partnerships and professional relationships with key stakeholders to support a collaborative approach to the delivery of BCH's CH-HP Plan.
- Support community voice to guide and design appropriate place-based interventions.
- Pursue appropriate grant opportunities to increase resourcing and capacity to deliver health promotion projects.

Key Performance Indicators

Leadership and teamwork

- Effective management of the team that reflects a cohesive, action orientated environment.
- Enhance cooperative and collaborative teamwork to achieve health promotion plan actions.
- Co-ordinate and chair team meetings to support effective team communication.
- Regular supervision with team members to support, mentor and review activity.
- Undertake annual performance reviews.
- Demonstrate a commitment to ongoing professional development individually and for the team.
- Comply with BCH organisational responsibilities.
- Actively co-operate as a member of the Leadership team, following the guiding principles of BCH.

Financials, Budgets and Funding obligations

- Ensure annual reporting, plans and budgets are submitted to Department in line with funding agreement deadlines.
- Oversee effective design, implementation and evaluation of the 2025-29 Health Promotion Plan.
- Operate program and activities within agreed budget.
- Ensure that all financial transactions are undertaken in line with approved BCH policy and delegations.
- Evidence of best practice health promotion approach consistent with department guidelines.

Communication and Stakeholder relationships

- Effective external partnerships and professional relationships with key stakeholders.
- Evidence of strong communication skills to establish and maintain stakeholder relationships.

Key Selection Criteria and Skills/Attributes

Essential	<ol style="list-style-type: none"> 1. Essential Qualifications and Requirements: <ul style="list-style-type: none"> • Formal tertiary qualifications in Health Promotion, Community Development, Public Health, Social Policy or other relevant field. • Current Driver's Licence for Victoria • National Police Record Check – current and satisfactory • Current Working With Children's check • Successfully meets the pre-employment screening requirements 2. Relevant experience and knowledge of health promotion principles, best practice approaches and their implementation in a community health setting. 3. Extensive experience and skills in health promotion design, implementation and evaluation of community-based project work 4. Demonstrated report writing skills. 5. Experience working with diverse and intersecting communities. 6. Experience in a leadership role, managing and leading teams to meet agreed objectives. 7. Strong organisational skills and ability to work under pressure, prioritise tasks, remain calm, and motivate people. 8. Excellent at establishing and sustaining effective interpersonal relationships. 9. Demonstrated experience establishing strong and effective partnerships with community groups, service providers and other key stakeholders. 10. Excellent communication skills, both written and verbal 11. Strong interpersonal skill with an ability to build positive relationships and work in a team environment. 12. A commitment to quality improvement. 13. Competent in the use of information technology e.g., Microsoft Office and Client Management Systems. <p>Immunisation Status: COVID-19 and current Influenza Vaccination is recommended.</p>
Desirable	<ul style="list-style-type: none"> • Project management qualifications and/or experience • Qualifications in management

Acceptance Details

Name of staff member:	
Signature of staff member:	
Date:	
Exec Managers signature:	
Date:	

For more information about Bellarine Community Health visit our website: www.bch.org.au

Bellarine Community Health Ltd is committed to protect children and reduce any opportunities for abuse or harm to occur.

Bellarine Community Health acknowledges the Wathaurong people as the Traditional Custodians of the Wadawurrung land on which our sites are located and across which we provide services and programs for the diverse community. We are proud to be an inclusive workplace and welcome people from all cultures and backgrounds to our service.