

Position Title	Project/Practice Manager
Location	Gympie and Birtinya; with travel required between both regions
Employment Status	Temporary: six month contract
Position Report To	Chief Executive Officer
Position Responsible For	Nil
Remuneration	Dependent on qualifications & experience Salary sacrifice entitlement available (following successful probation period) Employer contribution to superannuation (12.75%)
Application Opening Date	18 June 2021
Application Closing Date	28 June 2021

NCACCH background statement

North Coast Aboriginal Corporation for Community Health (NCACCH) is a not for profit, community-controlled health corporation and is funded by the Australian Government's Department of Health (DoH), Central Queensland, Wide Bay & Sunshine Coast PHN and the Queensland Government Department of Health.

NCACCH is an innovative leader in Aboriginal and Torres Strait Islander healthcare, providing a range of services and programs through the implementation of the very first Brokerage Model for health service delivery. Through this highly successful Brokerage Model, NCACCH maintains contracts with over 800 primary and allied health professionals across the region.

With the purpose of providing a holistic and comprehensive primary health care service, NCACCH seeks to improve health and social outcomes to our community through.

- Provision of access to a full regional network of health care professionals.
- Encouraging choice for individual Indigenous community members. And through exercising this choice, building cultural sensitivity and inclusiveness across the community while simultaneously promoting market competition between health care service providers as they seek to attract Indigenous clients; and
- Utilising partnerships with primary healthcare services and other specialised services, as a proactive tool to deliver community wide "Closing the Gap" health status improvement initiatives.

Our Vision: *To 'close the gap' in the health status of Aboriginal and/or Torres Strait Islander people through a holistic approach to client health and wellbeing.*

Purpose of the Position

Reporting to the NCACCH Chief Executive Officer, you will be responsible for the development and establishment of the NCACCH Aboriginal Medical Service in Gympie.

In particular, this position is responsible for leading a new clinical service development, contribute to ongoing development of clinical policies and standards and working closely with a project team to ensure local clinic systems and workforce are implemented to deliver on targets within the NCACCH model of care.

The Project/Practice Manager operates with the highest level of integrity, accountability, and professionalism in accordance with NCACCHs values and Code of Conduct. In addition, they work towards ensuring the efficiency and effectiveness of program and service delivery and support continuous improvement through encouraging innovation and best practice, within NCACCHs current quality management systems.

Role Responsibilities:

- Oversee the establishment of a new primary health care clinic in response to regionally identified needs
- Oversee the coordination of capital works/infrastructure and operational planning to ensure that clinic set-up proceeds smoothly, efficiently and within allocated timeframes
- Provide practice management of the new clinic during the set up phase and in the early stages of clinic operation, establishing resources, processes and systems in line with the NCACCH model of care
- Provide training, development and mentorship for new clinic team during an agreed period of new clinic handover
- Establish and develop new clinical service development, support the development of drafting policies and procedures and provide assistance to the clinic team in the smooth integration of specialised and primary care services
- Demonstrate leadership of a professional team that provides the highest standard of client care
- Develop productive working relationships with local community networks, service providers and suppliers to market and encourage cross-functional collaboration with the new NCACCH Aboriginal Medical Service
- Undertake reporting activities with other relevant documentation within the scope of the role

Skills and Experience:

- Qualified health professional with experience working within healthcare of a primary care setting
- Demonstrated experience and knowledge working within Aboriginal Community Controlled Health (ACCHO) services and/or General Practice
- Demonstrated experience in project management, management and/or leadership roles in a health setting
- Demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business
- Interpersonal skills that demonstrate the ability to effectively communicate, negotiate and liaise with health professionals, general and technical staff in the provision of professional quality client service care and delivery
- High level of networking, impact/influencing and advocacy skills
- Good knowledge of the Medicare Benefits Schedule and its application in the ACCHO setting
- Demonstrated ability to take direction, determine priorities and manage own workload in order to meet agreed timelines and objectives
- High level understanding of clinical policies, systems and procedures

Desirable:

- Strong connections to Aboriginal and Torres Strait Islander communities and stakeholders across the Sunshine Coast and Gympie regions.
- Knowledge of local, state, and national health policies, resources, and organisations.
- Understanding of the social determinants of health and how these impact on health behaviours; and

Mandatory Qualifications/Professional Registrations and Licences:

- Current C Class Drivers Licence (QLD)
- Current Blue Card and/or AHPRA registration
- Current Criminal History Check (if not AHPRA Registered)