



**Recruitment
Information Package.
Assisting you in your application to
join our team.**

www.ireach.org.au - (08) 8531 1303

Vacancy Information:

- Position:** Care Finder – Part-time to Fulltime (more than one position)
- Salary:** Remuneration will be negotiated depending on skills, experience & qualifications. Additionally, you will be offered a range of outstanding benefits including generous salary packaging options, five weeks Annual Leave, and a flexible and supportive working environment.
- Status:** Contract position – Renewal dependent upon ongoing funding and performance
- Closing Date:** Friday 10th March 2023 at 5 pm

iREACH Rural Health (formerly Murray Mallee GP Network) provides health services in regional South Australia. Our team is continuing to grow, and this exciting opportunity will allow the right candidate to make a difference in our communities.

About the role:

An exciting opportunity has arisen within our growing organisation.

- Provide specialist assistance to help people understand and access aged care supports and connect with other relevant supports in the community.
- Increase rates of access to aged care services and connections with service providers.
- Improve the outcomes for the targeted population by improving coordination of support, understanding of access to services and the interaction between health, aged care and other systems at the local level.

About You:

- Experience in the Aged Care sector or relevant qualifications in Social Work, Health, Aged Care or Human Services
- National Police Check
- Department of Human Services Aged Care Sector Employment and Vulnerable Person Related Employment Screening checks

What's in it for you?

- A flexible and supportive working environment
- A competitive salary in recognition of your qualifications and experience
- 5 weeks of annual leave
- Generous salary packaging options to increase your take-home pay

Applications close Friday, 10th March 2023.

- Copy of your resume, and an application addressing the job and person specifications, should be forwarded with the names of two current referees, to the Clinical Services Manager, Lisa Courtney via email admin@ireach.org.au

Applications are reviewed as they come, so do not wait for the closing date, apply today!

For more information, contact **Lisa Courtney, Clinical Services Manager on 8531 1303.**

We are an equal-opportunity employer and value each person's uniqueness. We embrace diversity and welcome applications from people of all backgrounds and communities, including Aboriginal and Torres Strait Islander people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and people with disabilities.

Please be aware that only shortlisted candidates will be contacted. We are an equal opportunity employer and value each person's uniqueness. We embrace diversity and welcome applications from people of all backgrounds and communities, including Aboriginal and Torres Strait Islander people, people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and people with disabilities

Demography:

The iREACH Rural Health (formally known as Murray Mallee General Practice Network) is based in the major population centre of the region - the Rural City of Murray Bridge. It includes an area of 23,000 square kilometres from the eastern Adelaide Hills through to the Victorian border.

The Sturt Highway and rail route from Adelaide to Melbourne pass through the region. In addition, the River Murray, Coorong and Murray Mallee areas are significant environmental features.

The general practitioner workforce in the region operates from practices in seven towns, with outreach Clinics to some smaller communities. In addition, there are regular placements of students, registrars, trainees and interns within our practices.

The iREACH is fully accredited to the ISO 9001:2015 Standards under TQCSI and the National Standards for Mental Health Standards 2010. Our accreditation status is overseen and maintained by our internal Quality, Risk and Safety practices, which aim to build, maintain and support a culture of continuous quality improvement with a proactive approach to risk management and work health & safety.

iREACH abides by the Ombudsman SA Information Sharing Guidelines (ISG) and ensures all our staff are appropriately trained in the ISG. For further information on the ISG, go to: <http://www.ombudsman.sa.gov.au/isg/>

Seeking employment with iREACH:

Job seekers considering employment with the iREACH should understand that our recruitment process is like the public sector. However, this may be different in some respects from the approach used in the private sector. This document will help you to understand our recruitment practices.

Our recruitment is based on the merit principle. Each position has selection criteria described in the job and person specification. The selection process involves assessing an applicant's suitability for the role based on comparing their relevant skills, experience and qualifications in terms of the position's requirements. The person who is best able to demonstrate the match of their knowledge, skills, and abilities with the job requirements will win the job.

All applications are closely scrutinised to determine if the applicant meets the selection criteria. Failure to address the selection criteria will result in the applicant not being considered for an interview. Your application must meet the specific requirements set out in detail in the information package provided by the iREACH.

When advertising vacant positions, we provide information packages that set out the selection process, the type and format of information required from applicants and a copy of the current position description, along with contact details of officers within our organisation who can provide additional information.

If you are interested in applying for a position with the iREACH, you may find the following helpful information:

- 1) Do not apply for a position by just submitting a resume – in most instances, it is only used to provide background information and alone will not get you an interview.
- 2) A resume should be attached to an application, and it should complement the information provided in the application and focus on the broader skills and competencies
- 3) Address the advertised selection criteria. Each criterion should be carefully examined to understand the requirements of the role entirely. Some conditions may contain multiple provisions. Look for action verbs and conjunctions. Failure to respond to even one part of the criteria could result in the application not moving to the interview stage.
- 4) The selection criteria can be addressed in “dot point” form or in paragraphs; there is no specific requirement unless otherwise stated. However, as indicated previously, the document’s quality may provide an advantage, provided the content relates to the position requirements.
- 5) Follow the application instructions provided, complete any forms and provide accurate, verifiable information. If you provide false information in your application and this is discovered after you have been appointed, it can lead to dismissal.
- 6) Try to find out as much information as possible about the agency. The iREACH website www.ireach.org.au contains a lot of useful information.
- 7) Check and recheck your application document, do not rely on your computer’s “spell check”. Get a friend or family member to read the document.

- 8) If you are invited to an interview it is highly likely that you are one of several candidates considered suitable for the role. The interview may involve at least three panel members.
- 9) Candidates for interview are asked the same questions and your responses are compared with those provided by the other candidates.
- 10) Your preparation for the interview is the same as for any job interview, i.e. dress appropriately, pay attention to your grooming, arrive slightly early – do not arrive late, read any pre-interview material carefully, listen attentively, think before answering questions, speak clearly, be confident, always ask questions if invited to do so and thank the panel for the opportunity.
- 11) If you are unsuccessful, you should contact the interview panel convener to get some feedback on your interview performance. The information provided will help you to improve your approach to future employment opportunities. You can also request feedback at the application stage if you were not successful in being shortlisted for an interview.

Adapted from article by Greg Lewis, AACC Member, www.workplace.gov.au

JOB AND PERSON SPECIFICATION

Title of Position: Care Finder

Classification Code: MMGPN 3

(Dependent on qualifications and experience - salary sacrifice arrangements are available)

Status of Employment: Contract Position

(Renewal dependent upon ongoing funding and performance)

Approved by Chief Executive Officer: February 2023

COMPANY

The Murray Mallee Division of General Practice (iREACH) was established in 1995 as a member-based, not-for-profit, incorporated body registered under the Associations Incorporation Act 1985. It was funded through the Divisions of General Practice Program with the stated aim to *“Improve health outcomes for patients by encouraging GPs to work together and to link with other health professionals to upgrade the quality of health service delivery at the local level”*.

During the period of government health reform from 2013-14, the organisation evolved to become an independent provider of primary health care services, predominantly funded through the Country SA Primary Health Network (PHN) and other levels of government and Medicare-funded services.

Our **organisational governance** is overseen by a skills-based Board, including elected and appointed members with identified skill sets. Our **clinical governance** is overseen by a regional group of primary care clinical leaders and managers. Quality improvement and the promotion of service excellence through best practice are the central focus of our work. **Community and consumer engagement** in the planning, managing, and evaluating of our services are integral to our operations.

We provide continuing professional development programs, which our local GPs and medical specialists highly value. We also offer education and support programs for practice managers, nurses and allied health clinicians.

Our core business includes primary health, mental health and AOD health services to our local communities. In addition, we offer outreach services to smaller and geographically isolated communities and provide services at low or no cost to clients.

The organisation is administered from its premises in the Rural City of Murray Bridge. Clinical services are provided on-site, with a serviced reception area and consulting rooms utilised by a range of private and project-funded allied health professionals. In addition, youth mental health and drug and alcohol services are provided through the **headspace** Murray Bridge (and the **headspace** Victor Harbor satellite site) and **headspace** Mount Barker.

Outreach services are provided to larger towns, including Mannum, Meningie, Taillem Bend and Karoonda. One of our most outstanding achievements has been the significant improvement in access to allied health services for our isolated rural communities.

iREACH employs or contracts a range of allied health workers within its suite of funded programs and private providers. This includes nurses, psychologists, social workers and AOD Workers. In addition, organisational and clinical managers support the qualified and experienced allied health workforce; and comprehensive program guidelines, policies and procedures.

JOB SPECIFICATION

At iREACH, we have a clear vision of where we are heading as an organisation. Our vision and core values clearly communicate and reinforce how we will get there. Our core values provide the basis of our team conduct and underpin our corporate character and organisational culture.

VISION

Healthy and resilient people and communities

CORE VALUES

inclusivity and diversity

Respect and compassion

Empowerment

innov**A**tion

Connection

Hope

1. Purpose

iREACH job specifications provide employees with a description of specific role expectations and functions. The roles and responsibilities reflect our values and

ensure accountability toward achieving the iREACH vision. We seek to be a responsive and flexible organisation, and it is anticipated that individual roles will change over time. Job specifications will change with them. Role descriptions need to evolve and continue to be correctly classified as these changes occur. The duties and responsibilities outlined should not be considered definitive.

2. Role Description

The Care Finder program provides specialist assistance to help people understand and access aged care supports and connect with other relevant supports in the community. The Program will improve the outcomes for the targeted population by improving the coordination of support, understanding of access to services and the interaction between health, aged care and other systems at the local level.

3. Role Accountabilities

Care finders will provide specialist and intensive assistance to help people within the care finder target population to understand and access aged care and connect with other relevant supports in the community:

- Assertive outreach to proactively identify and engage with people in the Care Finder program
- Establish different ways to engage with and build rapport with potential clients effectively
- Build, maintain and leverage networks in the local community
- Improving client understanding of aged care services and how to access them
- Increasing rates of access to aged care services and connections with service providers
- Proactive outreach to clients: in-home or other environments as appropriate
- Supporting people to engage with My Aged Care
- Explaining and guiding people through the assessment process (including being present at the assessment for support as required)
- Helping people find and make informed choices about providers/services
- Working through income/means testing, if relevant, and advising on costs
- Completing relevant service and health forms
- Periodic high-level check-ins with clients waiting for or receiving services and managing any ongoing needs
- Providing support where services have lapsed or requirements have changed
- Meeting with providers to arrange access to services
- Connecting with relevant supports in the community
- Any other reasonable support to clients as required

4. Key Performance Indicators (KPIs)

KPIs are set measurable and achievable goals for improving core business activities and delivering on contractual objectives. KPIs will align with changing business requirements.

- The employee is required to deliver the prescribed KPIs for the role.
- Individual role KPIs are documented annually and will be measured to evaluate the employee's performance.
- KPIs will be assessed regularly through structured face-to-face discussions.

5. *Delegated Authority*

The employee is required to comply and refer to the Corporate Governance Policy: 'Delegation of Authority' and associated Schedule for the authority levels assigned to this role.

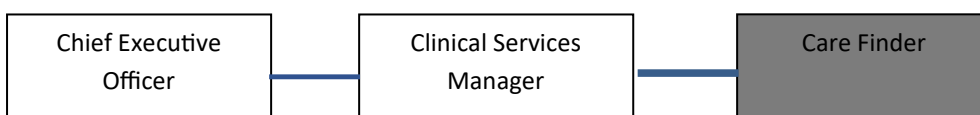
6. *Customer Service*

It is the responsibility of all employees of iREACH to maintain agreed customer service standards to both the external and internal customer base.

7. *Reporting/Working Relationships*

- May represent iREACH at local, regional, state and national meetings, conferences, and other relevant forums.
- Participate in Performance Review & Development Appraisal at least every 12 months.
- The Care Finder is responsible for practising within the philosophy of iREACH, its aims, policies and protocols, and the standards of the incumbent's professional discipline.

8. *Organisational Chart*



9. *Special Conditions*

- Exercise delegated authority in accordance with the Corporate Governance Policy: 'Delegation of Authority'.

10. *Child Protection*

- As per the South Australian Children and Young People (Safety) Act 2017, the successful applicant will be required to demonstrate that they hold a current National Police Certificate before employment.
- iREACH Rural Health requires all staff to undertake the following Department of Human Services (DHS) screening checks:
 - Working with children check (WWCC)
 - Vulnerable Person Related Employment Screening
- The incumbent is required to either currently hold or be trained in (within the first three

months of employment) Child Safe Environments.

11. Work Health and Safety

The Care Finder is required to:-

- Take responsibility for effectively checking (monitoring, observing, inspecting and auditing) to ensure that risk-based management systems and plans are in position and successfully implemented
- Acquire and keep up-to-date knowledge of work health and safety matters
- Ensure that appropriate resources and processes are available and utilised to enable hazards associated with the operation of the role are identified and risks eliminated or minimised
- Ensure that the appropriate process is followed for receiving and considering information regarding reported incidents/hazards and risks, and these are responded to in a timely way
- Ensure as far as reasonably practicable that employees, visitors and contractors, whilst at an iREACH worksite, are safe from injury and risk to health
- Provide adequate information, instruction, training and supervision of all employees in matters relating to WHS
- Provide adequate resources to maintain and continuously improve system performance, including maintaining ongoing compliance with legislation, standards, principles and guidelines.

The employee is responsible for protecting their own health and safety at work, as well as co-workers & clients.

The employee is responsible for abiding by the organisation's WH&S policies and direction as set out in iREACH's Standard Procedures Operation Manual.

The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work and in particular, so far as is reasonable, shall:

- use any equipment provided for health or safety purposes
- obey any reasonable instruction that the employer may give concerning health or safety at work
- comply with work health and safety policy in the workplace
- ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their safety at work or the safety of any other person at work.

12. STATEMENT OF KEY RESPONSIBILITIES AND DUTIES

TEAMWORK

The Care Finder will:

- Work effectively and collaboratively with colleagues and service partners, in accordance with the values and philosophy of iREACH, to deliver agreed objectives.
- Participate in team or management meetings that are relevant to project deliverables.
- Maintain a high level of professionalism in all interactions.
- Engage in professional development activity and quality improvement processes, and attend training as necessary in order to meet changing needs, new technology developments and service requirements.
- Actively support the aims and objectives of iREACH through understanding and implementation of the iREACH Strategic Plan.

QUALITY ASSURANCE

The Care Finder will actively support the development and implementation of initiatives to foster continuous quality improvement and assurance. This may include:

- Participate in the review of iREACH's Annual and Strategic Plans in conjunction with other team members.
- Contribute to best practice standards of service delivery by supporting the implementation of quality management systems, evaluation and reporting
- Ensure the application and fostering within the workplace of the relevant Federal and State Legislation principles, policies & procedures of:
 - ⇒ equal opportunity
 - ⇒ fairness
 - ⇒ honesty and respect
 - ⇒ work-health & safety
 - ⇒ professional Codes of Conduct and Ethics

COMPLIANCE

- Support the aims and objectives of iREACH through understanding and implementation of the iREACH Strategic Plan
- Be aware of and adhere to iREACH's policies and procedures
- Display a commitment and passion for iREACH values
- Employees are required to read, understand and comply with all policies, procedures and any reasonable direction whilst demonstrating professional workplace behaviours in accordance with the iREACH Code of Conduct

13. PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

13.1 Qualifications

- Relevant qualifications or experience in social work, health, aged care or human services
- Any necessary clearances required to work with older people

13.2 Pre-Employment Criteria

- Copy of qualifications if relevant to role;
- Current National Police Check;
- Department of Human Services Working with Children, Vulnerable People & Aged Care Sector Employment Screenings
- Current/ valid South Australian Drivers Licence is essential
- First aid certificate

13.3 Essential

- Required to observe all aims, policies and procedures of iREACH including maintaining appropriate confidentiality
- An appreciation of the challenges specific to older/ageing people and their carers
- Experience in establishing and maintaining effective relationships with the community
- Detailed understanding of the aged care system/supports/services and eligibility requirements
- Commitment to delivering a person-centric approach, including diverse people
- Computer literate with strong administrative skills, data entry, databases, portal usage
- Occasional out-of-hours work will be required
- Ability/willingness to drive to attend home visits, provider meetings, stakeholder meetings etc.

13.4 Desirable

- Ability to communicate/negotiate with a wide range of health professionals and other staff
- Local community connections for the aged care population an advantage

13.5 Knowledge/Skills/Abilities

- Knowledge of My Aged Care process and related service providers in the local area
- Empathy and understanding for clients and carers
- Good communication skills
- Ability to work independently and as part of a team
- Good problem-solving skills
- Curious nature to research and expand service provider knowledge & understanding
- Demonstrated ability to create rapport quickly and establish trusting relationships

The duties and responsibilities for this position should not be considered as limited to the above activities. Duties may be added, deleted or modified, in consultation with the incumbent, as necessary. Job Descriptions and staff performance will be reviewed regularly.

End