

## Care Coordinator – Identified Position (Yass NSW)

Thank you for considering Marathon Health as your next employer. We deliver accessible, quality health and wellbeing services and programs to rural, regional and remote communities. We have a strong positive workplace culture, and were awarded *2017 NSW Business Chamber Regional Business of the Year* and *2017 NSW Business Chamber Employer of Choice*.

This Information Package is designed to tell you more about the role and explain the application process.

If you have any questions after you have read this document, please refer them via email to [hr@marathonhealth.com.au](mailto:hr@marathonhealth.com.au).

## Benefits of Employment

Our staff benefit from genuine work / life balance, up to \$15,900 tax free salary packaging per annum, and other generous employee conditions and opportunities including:

- Exposure to rural and remote service delivery;
- 5 weeks annual leave per annum;
- Extra paid leave days over Christmas / New Year shutdown;
- A professional development allowance of \$1,500 per annum (after probation);
- Access up to 5 days paid study leave per annum;
- Support and learning opportunities that come from working in a multi-disciplinary team; and
- Dynamic working environment with both clinical and project work.

## Position Summary

### Care Coordinator (Identified Position) – Part time position - Yass NSW

We are seeking a Care Coordinator who will be responsible for providing holistic care to support Aboriginal young people (12 – 25 years) and at times their families, to make positive changes in their lives around alcohol and other drug use. The primary focus will be on emotional, psychological, and social wellbeing of individuals.

They will also work closely with Aboriginal Community to empower Aboriginal families and to build capacity within the family groups to deal with concerns when they arise.

**Applications close at 9am on Friday 19<sup>th</sup> October 2018.**

#### Bathurst Office:

102 Keppel St  
PO Box 175  
Bathurst  
NSW 2795  
T 02 6333 2800  
F 02 6333 2899

#### Dubbo Office

106 Talbragar St  
PO Box 1834  
Dubbo  
NSW 2830  
T 02 6826 5200  
F 02 6826 5299

#### Wagga Office

Suite 2, 32 Kincaid St  
PO Box 138  
Wagga Wagga  
NSW 2650  
T 02 6937 2000  
F 02 6937 2099

#### Canberra Office

2 Phipps Close,  
Deakin  
ACT 2600  
T 02 6180 2824



## Guidelines for Applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with Marathon Health.

## Applying for a position

The following may assist you in preparing your application:

- Obtain and carefully read the Information Package for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the required skills and experience.
- When writing your cover letter, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took, and summarise the subsequent result. Keep your responses concise and in addition to your resume.
- Be aware of the closing date. If, for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being arranged.

## What you need to include in your application

Marathon Health uses a streamlined approach to recruitment. Your application should include:

1. A Cover Letter introducing yourself, outlining your interest in the position, and concisely addressing your experience against the required and desirable attributes (as listed on the last page of this document)
2. Resume/Curriculum Vitae (CV) that should include:
  - a. contact details including telephone number and email address
  - b. education/qualifications
  - c. an employment history summary including (for each position):
    - i. the employer
    - ii. start and finish dates
    - iii. your position/title
    - iv. your responsibilities and achievements in the position
  - d. any relevant professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

## Submitting your application

Applications should be submitted via email (by the closing date and time) to:

[hr@marathonhealth.com.au](mailto:hr@marathonhealth.com.au)

## Position Description

<b>Position Title</b>	<b>Care Coordinator (Identified Position)</b>
<b>Location</b>	Yass, NSW
<b>Reports to</b>	Portfolio Manager, Health Services ACT & SENSW
<b>Hours</b>	Part Time 15 hours per week
<b>Conditions of Employment</b>	<ul style="list-style-type: none"> <li>• Western NSW Medicare Local Enterprise Agreement 2013</li> <li>• Marathon Health Policies and Procedures</li> <li>• Police Check</li> <li>• Position Description</li> <li>• Working with Children Check</li> <li>• Letter of Offer</li> </ul>
<b>Incumbent</b>	New position
<b>Contract Period</b>	30 <sup>th</sup> June 2019

## Organisational Context

Marathon Health, an independent profit-for-purpose organisation, delivers the best coordinated healthcare in country Australia. A key strategic goal of Marathon Health is the implementation and successful performance of health and wellbeing initiatives and services with a focus on aboriginal health, mental health, preventative health, early intervention services, and services to support members of our community with a disability. Marathon Health will strive to achieve this through developing integrated and coordinated services that are accessible, high quality and will improve the patient experience in out of hospital health care.

**At Marathon Health we consider our people to be our most valuable resource.**

## Purpose of the Role

The Care Coordinator will be responsible for providing holistic care to support Aboriginal young people (12 – 25 years) and at times their families, to make positive changes in their lives around alcohol and other drug use. The primary focus will be on emotional, psychological, and social wellbeing of individuals.

## Key Relationships

The role will liaise and work regularly with Aboriginal Health organisations and predominantly youth focused organisations in the region.

## Position Responsibilities

The Care Coordinator will work to successfully provide / achieve:

- support Aboriginal and Torres Strait Islander young people with AOD issues to reduce and minimise the impact and harms associated with their use.
- holistic Care to support Aboriginal families and Individuals with their emotional, psychological and social wellbeing.
- provide engagement and assessment, planning and coordination of care plans, review and reporting on the young people who access the service.

## Information Package

- maintain appropriate referral support for families and agencies within region.
- work with the Aboriginal Community to empower Aboriginal families and to build capacity within the family groups to deal with crises when they arise.

### Other Duties

- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Actively participate in annual performance planning and review activities.
- Identify and participate in continuous quality improvement opportunities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

### Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity & Trust
- Collaboration & Innovation
- Achievement & Excellence
- Respect & Empowerment
- Empathy & Understanding

### Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia – you must be an Australian citizen or permanent resident, or a New Zealand citizen.
3. Valid Driver License. On the occasions when you use a privately owned motor vehicle for work-related purposes, Marathon Health will pay a motor vehicle allowance on a per kilometre basis, according to our Policies and Procedures.

### Selection Criteria

#### Essential

- Registration with the Nursing and Midwifery Board of Australia (NMBA), with demonstrated evidence to meet the NMBA's Registered Nurse professional standards.
- Demonstrated ability to comprehensively conduct assessments, develop a plan for nursing practice; provide safe, appropriate and responsive quality nursing practice and evaluate outcomes.
- Demonstrated competencies in and/or knowledge of the complexities and challenges involved in caring for individuals with chronic care conditions
- Well-developed communication and interpersonal skills and ability to engage and communicate effectively with people from a culturally and linguistically diverse (CALD)

## Information Package

background and Indigenous communities.

- Demonstrated commitment to professional development to maintain, improve and broaden knowledge, expertise and competence, capability and develop the personal and professional qualities required for the role
- Demonstrated commitment to a person-centred approach working in partnership with individuals and families to ensure consumer participation in decision making about care and the delivery of care.