

## Position Description

<b>Position Title:</b>	<b>Health Care Coordinator</b>
<b>Classification:</b>	Stream D - Direct Service Delivery, Band 2

### Purpose of the Role

The Health Care Coordinator supports individuals with severe mental illness who also have chronic physical health needs. This role, part of the Psychosocial Physical Health Pilot Program, delivers short-term, low intensity, community-based supports that promote physical wellbeing and daily functioning.

The Care Coordinator connects program participants with community-based support programs, monitors their progress towards improved physical health and wellbeing, and supports a holistic, person-centred approach to physical and mental health and wellbeing. The focus is empowering individuals through supported self-management, improving health literacy, and fostering collaboration with general practice and other key stakeholders of an individual's broader health care team.

### Key Relationships

The Health Care Coordinator is an employee of Marathon Health and reports to the Portfolio Manager. You will also have a close working relationship with the other care coordinators, health linkers, Aboriginal health workers and Administration staff.

You will be required to maintain effective working relationships with other staff employed or visiting to provide services within Marathon Health. You will liaise as necessary with partner organisations and other service providers, or individuals who have an interest in Marathon Health.

### Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Coordinate care for individuals with chronic health conditions, and complex mental health needs, including an initial needs assessment, goal setting, progress tracking, and a planned program exit.
- Use a participant centred approach to assist participants, family and their carers in developing and achieving recovery focused goals
- Deliver health and wellness education programs to consumers and the community, focusing on topics related to physical health.
- Facilitate community information sessions and anti-stigma initiatives to raise awareness among the public and health professionals about the importance of the integration of Physical health and mental health for optimal wellbeing.
- Connect people with mental health needs to community-based services that help treat or manage physical health conditions support people with complex mental illness to navigate the health system to obtain access to the health care they need and partner with services to achieve participant goals
- Support to build participant capacity to connect their physical health and mental health in a way that supports holistic recovery and social inclusion.
- Address and minimise the physical side effects associated with medications through healthy movement, balanced eating and social connection
- Ensure all information is provided in a way that the patient, carer and community understand. Improve the coordination of available services including timely and affordable access to culturally appropriate allied health, specialist and other services for people with complex mental health challenges.
- Where required respond to emergency situations and deterioration of the individual and escalate care as required.
- Attend regular and impromptu program and organisational meetings and events.

- Provide timely, objective and accurate clinical member file documentation in the client management system as per organisations policy, procedures and clinical governance frameworks.
- Attendance and participation in regular care or service audits and reviews to ensure seamless delivery of care.
- Other duties as required

### Other Duties

- 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.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- 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:

**I**ntegrity & Trust

**C**ollaboration & Innovation

**A**chievement & Excellence

**R**espect & Empowerment

**E**mpathy & 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.
3. Valid Australian Driver's Licence.
4. It is a requirement for this position that you are fully vaccinated against COVID-19.

### **Note:**

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed

Date

Print Name

## Selection Criteria

### Essential

- Registration as an Enrolled or Registered nurse with the Nursing and Midwifery Board of Australia (NMBA), AHPRHA and/or qualified Aboriginal Health Worker.
- Demonstrated ability to comprehensively conduct assessments, develop a plan for care coordination; provide safe, appropriate and responsive quality practice and evaluate outcomes.
- An understanding of the recovery- based approach to assisting people with severe and persistent mental health challenges and the ability to work in partnership with individuals and their families to ensure consumer participation in decision making about care and the delivery of care.
- Demonstrated competencies in and/or knowledge of the complexities and challenges involved in supporting individuals with chronic care conditions
- Well-developed communication and interpersonal skills and ability to engage and communicate effectively with Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse (CALD) backgrounds.
- Demonstrated ability to establish effective working relationships with a diverse range of professionals and stakeholders
- Demonstrated ability and willingness to lead both participant and community education workshops on a range of health conditions, promoting self-management and raising awareness for individuals living with severe mental health challenges.

T 1300 402 585  
ABN 86 154 318 975

[marathonhealth.com.au](http://marathonhealth.com.au)



