

# East Wimmera Health Service

## Position Description

**Position Title: COMMUNITY KITCHENS PROJECT WORKER**

<b>Classification:</b>	Community Development Worker
<b>Responsible To:</b>	Primary Care Co-ordinator
<b>Salary and Conditions:</b>	In accordance with the Health Professional Services – Public Sector -Victoria Award 2003 and relevant certified agreement.

### **POSITION SUMMARY**

East Wimmera Health Service is undertaking a 3 year Community Kitchens project aimed at building individual and community capacity, in order to improve Nutrition, Food Access and Security, Physical Activity and Social Connectedness.

The Community Kitchens Project Worker will implement the "Cook In Project" for designated communities in the East Wimmera Health Service Catchment, using an evidence based Community Kitchen Model and in accordance with the Project Plan and Preventative Health Initiative Funding Guidelines. The Project Worker will contribute to the planning, management and evaluation of the Project.

### **SELECTION CRITERIA**

Essential knowledge, skills and aptitudes.

- Post-secondary qualifications in a relevant field, significant experience in similar roles or a combination of relevant qualifications and experience.
- Knowledge and understanding of community capacity building.
- Well developed interpersonal, facilitation, organisational, strategic and problem solving skills.
- Highly developed oral and written communication skills.
- The ability to build and nurture relationships and partnerships with organisations and communities.
- Ability to develop team work and leadership in others.
- Knowledge and understanding of the social model of health
- Ability to work as part of a team as well as the capacity to work independently.
- Experience in project planning, implementation and evaluation.
- Demonstrated understanding of rural communities.
- Current Victorian Driver's Licence.
- Computer skills

### **OTHER SELECTION CRITERIA**

Desirable knowledge, skills and aptitudes.

- Experience in developing Project Plans and Reports
- Knowledge and understanding of the Community Kitchens Model
- Experience in identifying funding opportunities and developing submissions for funding.
- Skills and experience in undertaking research and assessment and developing strategies to address community need.

### Key Result Area: SERVICE DELIVERY

Using evidence based research and practice, implement and evaluate the Cook In Project in accordance with the Project Plan and Funding Guidelines to achieve Project outcomes.

Major Action	Performance Indicator
Implement and evaluate the Cook In Project in accordance with the Project Plan and Funding Guidelines to achieve Project outcomes	<ul style="list-style-type: none"><li>• Project implemented.</li><li>• Evaluation process established to assess outcomes.</li></ul>
Contribute to the ongoing development of the Project Plan and Project Reporting requirements	<ul style="list-style-type: none"><li>• Plan and reporting requirements reflect current development of the project.</li></ul>
Determine opportunities and strategies for increasing access and consumption of nutritious foods for communities within the project catchment. .	<ul style="list-style-type: none"><li>• Relevant strategies developed.</li></ul>
Determine opportunities and strategies for increasing physical activity among Community Kitchen participants and the wider community within the project catchment.	<ul style="list-style-type: none"><li>• Relevant strategies developed and opportunities identified.</li></ul>
Establish Community Kitchens in the designated communities ensuring a community capacity building approach.	<ul style="list-style-type: none"><li>• Kitchens established in designated communities in a timely and effective manner.</li></ul>
Monitor project budget in consultation with the Primary Care Co-ordinator.	<ul style="list-style-type: none"><li>• Regular budget reports prepared.</li></ul>
Facilitate team building, leadership and other relevant skills development with Community Kitchen participants.	<ul style="list-style-type: none"><li>• Improvement in team performance, leadership and other agreed skills.</li></ul>
Liaise and link with other key stakeholders including the Southern Mallee and Grampians/ Pyrenees Primary Care Partnerships to ensure that the Project and it's outcomes align with the development of other health promotion/preventative health initiatives in the Project catchment.	<ul style="list-style-type: none"><li>• Positive relationships with key stakeholders established and maintained.</li></ul>
Facilitate the building of capacity of individuals and communities to establish ongoing sustainability of the Project after the funded period.	<ul style="list-style-type: none"><li>• Strategies, policies and processes to assist viability evident.</li></ul>
In consultation with the Primary Care Co-ordinator participate in the Southern Mallee Primary Care Partnership Cooking up a Storm Working Group to ensure alignment and a co-ordinated approach between the two projects.	<ul style="list-style-type: none"><li>• Attendance at meetings and contributions to the Working Group.</li></ul>
Engage with local organisations to establish, build and sustain their support as active and ongoing partners in the project.	<ul style="list-style-type: none"><li>• Positive relationships established and evidence of support and participation apparent.</li></ul>
Undertake a feasibility study to establish the potential for community gardens in designated communities.	<ul style="list-style-type: none"><li>• Feasibility study completed within agreed timelines.</li></ul>
Identify funding opportunities and develop funding submissions as required.	<ul style="list-style-type: none"><li>• Funding sources identified and submissions made as required.</li></ul>

### Key Result Area: ADMINISTRATION

Performs administrative processes to ensure efficient use and management of resources, and achievement of desired outcomes.

Major Action	Performance Indicator
Adhere to relevant documentation systems and ensure a high standard of documentation.	<ul style="list-style-type: none"><li>• Standard of documentation is appropriate and in line with relevant legal requirements.</li><li>• Document requirements are met.</li></ul>
Ensure optimal use of all resources to provide an effective service to clients.	<ul style="list-style-type: none"><li>• Use of resources is efficient and effective.</li></ul>
Maintain accurate and relevant client and program information.	<ul style="list-style-type: none"><li>• Information is accurate, current and accessible to clients and relevant groups/individuals.</li></ul>
Maintain statistics and other data and provide reports on activities and programs as required	<ul style="list-style-type: none"><li>• Statistics and data maintained.</li><li>• Reports provided as required.</li></ul>

### Key Result Area: TEAM WORK

Function as a team member consistent with the policies and procedures of the Health Service.

Major Action	Performance Indicator
Achieve team work through effective collaboration and communication processes. Recognise the roles of, and collaborate with team members in the wider health care team.	<ul style="list-style-type: none"><li>• Team objectives achieved.</li><li>• Team member roles and responsibilities recognised.</li><li>• Feedback indicates collaboration and communication with all team members is open and effective.</li></ul>
Plan and coordinate work tasks effectively and appropriately.	<ul style="list-style-type: none"><li>• Co-ordination and delegation is effective and in accordance with guidelines and procedures.</li></ul>
Recognise and seek assistance from other relevant staff members when tasks fall outside of ability.	<ul style="list-style-type: none"><li>• Function within ability and scope of practice is achieved.</li><li>• Appropriate assistance sought.</li></ul>
Contribute to the orientation and welcoming of new staff to the department and the team.	<ul style="list-style-type: none"><li>• Feedback indicates contributions made are effective.</li><li>• All new staff orientated effectively and feel welcome.</li></ul>
Contribute to EWHS through relevant committee membership or supporting colleagues fulfilling committee membership.	<ul style="list-style-type: none"><li>• Contributions are constructive and effective.</li></ul>

### Key Result Area: IMPROVING PERFORMANCE (CQI)

Contribute to quality service delivered to customers through Continuous Quality Improvement (CQI) activities.

Major Action	Performance Indicator
Actively contribute to improving performance.	<ul style="list-style-type: none"><li>• CQI documents indicate involvement in CQI activities.</li></ul>
Implement Accreditation Standards and other relevant Standards within the department.	<ul style="list-style-type: none"><li>• Accreditation Standards and other relevant Standards are met on a daily basis.</li><li>• Awareness and understanding of relevant standards and accreditation processes demonstrated.</li></ul>
Contribute to the implementation and evaluation of quality systems.	<ul style="list-style-type: none"><li>• CQI forms indicate involvement in the process.</li></ul>

### Key Result Area: INFORMATION MANAGEMENT

Ensures that management of information policies, processes and systems is effective and efficient

Major Action	Performance Indicator
Maintains confidentiality and privacy of clients and business of the Health Services	<ul style="list-style-type: none"><li>• Demonstrates knowledge in work performance.</li><li>• Complaints.</li></ul>
Utilise information technology in performance of role as appropriate	<ul style="list-style-type: none"><li>• Information technology use as required.</li></ul>
Maintains knowledge of relevant policies and procedures in performance of duties	<ul style="list-style-type: none"><li>• Demonstrates knowledge in work performance.</li></ul>

### Key Result Area: CUSTOMER RELATIONS

Ensure high standard of customer service is maintained.

Major Action	Performance Indicator
Facilitate and maintain effective communication with internal and external customers and clients	<ul style="list-style-type: none"><li>• Feedback indicates communication is appropriate and effective at all levels.</li></ul>
Identifies and reports to Primary Care Coordinator ways to improve service delivery to customers.	<ul style="list-style-type: none"><li>• Customer service is actively promoted within the department.</li></ul>
Liaise with other members of the health care team as part of day to day activity.	<ul style="list-style-type: none"><li>• Feedback indicates communication is appropriate and effective.</li></ul>

### Key Result Area: REGULATORY COMPLIANCE

Ensure compliance with all relevant legislation, regulatory requirements, standards and guidelines.

Major Action	Performance Indicator
Completion of annual mandatory requirements: <ul style="list-style-type: none"><li>➤ Fire and Evacuation</li><li>➤ Infection Control</li><li>➤ Manual Handling</li></ul>	<ul style="list-style-type: none"><li>• Annual compliance achieved and documented.</li><li>• Demonstrates knowledge in performance of duties.</li></ul>
Implement the standards of health and safety and comply with OH&S legislative employee requirements.	<ul style="list-style-type: none"><li>• Health and safety of self and others is maintained.</li><li>• Compliance with employee OH&amp;S requirements is achieved.</li></ul>
Report work place injuries to Primary Care Coordinator Work effectively with staff on return to work programs.	<ul style="list-style-type: none"><li>• Workplace injuries are reported and documented.</li><li>• Work undertaken with staff returning to work is effective.</li></ul>
Ensure EWHS policy and procedures are implemented.	<ul style="list-style-type: none"><li>• EWHS policies and procedures are adhered to and implemented effectively by self.</li></ul>
Acts to maintain infection control standards. Undertakes relevant infection control activities.	<ul style="list-style-type: none"><li>• Infection Control standards are maintained.</li><li>• Campus infection control activities are achieved.</li></ul>
Comply with all employee relations legislation and EWHS Code of Conduct requirements. Report breaches to Primary Care Coordinator	<ul style="list-style-type: none"><li>• Employee relations legislation and EWHS Code of Conduct requirements are maintained.</li><li>• Concerns/breaches are reported promptly.</li></ul>

### Key Result Area: PROFESSIONAL/PERSONAL DEVELOPMENT

Commit to ongoing education and professional development.

Major Action	Performance Indicator
Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities.	<ul style="list-style-type: none"><li>• Participation in learning and development activities relevant to needs.</li><li>• Active participation in annual appraisal.</li></ul>
Maintain current knowledge and skills relevant to the position.	<ul style="list-style-type: none"><li>• Current knowledge demonstrated.</li></ul>

### EMPLOYEE OBLIGATIONS

The employee is required to maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and without. Failure to observe this requirement may be regarded as misconduct warranting termination and incurring liability to penalty pursuant to Section 141 of the Health Services Act 1988.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by the Health Service.

East Wimmera Health Service Identification Badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to the Pay Officer on termination of employment.

The employee is required to participate in the Continuous Quality Improvement Program to encourage excellence of care and cost containment within the Health Service.

The employee is required to adhere to EWHS Code of Conduct.

## PERFORMANCE APPRAISAL

A self-appraisal of professional work performance will be completed after the first six months of service and then annually. Self-appraisal to be discussed with/conducted by the Primary Care Co-ordinator.

*Employee's Name:*

*Employee's Signature:*

*Date:*

*Manager's Signature:*

*Position Title:*

*Date:*

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