

## POSITION DESCRIPTION

<b>Position Title</b>	Deployment Coordinator
<b>Directorate</b>	Operations and Clinical Care
<b>Department</b>	Rapid Testing Response Collaborative
<b>Unit</b>	Not Applicable
<b>Reports To</b>	C-19 Community Engagement Lead
<b>Agreement</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022

### Position Objective

- Support IPC Health in its vision and values by providing excellent customer service.
- Provide effective organisational and administrative support to enable IPC Health's Rapid Response Team to provide high quality services to clients.

### Key Responsibilities

- Demonstrate commitment to improving the performance in the delivery and coordination of COVID testing for the IPC Health Rapid Response Teams.
- Collaborate closely with C-19 Community Engagement Program Lead to action, organise and tailor strategic planning into well-coordinated Engagement activities.
- Assist Program Lead with planning and rostering of teams.
- Will assist the Program Lead to identify and coordinate specific community engagement activities related to COVID-19 testing and vaccination roll-out, such as contacting and engaging with those vulnerable communities, collecting, analysing, and acting on feedback, perception, and beliefs.
- Works closely with all members of the Rapid Response Testing teams both on-site and in the community
- Effectively perform administrative activities, to document activity as required by funding body, including daily, weekly, monthly reports.
- Maintain comprehensive data and evaluation systems including outcomes of clients
- Practice within Rapid Response processes including but not limited to infection control and OHS.

- Actively report any identified incidents or near misses to the Community Engagement lead, in a timely manner.
- Participate in continuous improvement initiatives and training as required.
- To ensure the Community Engagement Lead is made aware of any issues which may impact on service delivery and or of any issues which may impact on the team.
- Any other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as occasionally directed.

### Key Selection Criteria

- Tertiary qualifications in community services or public health.
- Demonstrated relevant working experience and knowledge in contemporary issues that vulnerable people and communities experience within a COVID-19 setting.
- Exceptional stakeholder engagement and interpersonal skills with the ability to positively influence good outcomes at all levels
- Previous experience in a similar role providing strong administrative and project support in a fast-paced environment, preferably in a health setting.
- Demonstrated high level of interpersonal and communication skills, both written and verbal.
- Ability to take initiative with sound problem solving skills.
- Proficiency in the use of Microsoft Office Suite.
- Highly adaptable and ability to work well under pressure with strong attention to detail.
- Current Victorian drivers' licence.

### Other Information

- This role is subject to a satisfactory National Police History check.
- This role is subject to a Working with Children Check

### Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.

- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

## Our Values



IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

IPC Health is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be given a high priority. IPC Health is committed to providing a safe environment where all children and young people feel safe and valued.

## Physical Inherent Requirements

Office Duties:

- Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.

- General office-based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.
- Driving:
- Required to drive private or IPC Health owned vehicles.
- Work Environment:
- May be required to work from different sites, including home visiting and offsite facilities.
  - Exposure to varied weather conditions.
- Carrying and Lifting:
- Infrequent lifting and carrying of items up to 5kgs.
- Standing and Walking:
- Standing and walking for periods up to an hour at a time with breaks.
- Bending and Reaching:
- Required to occasionally bend and reach.

## People and Culture Use Only

Position Number(s) 10643

Last Reviewed 16.08.2021