**Position Details**

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| **Position Title** | Member Community Advisory Committee |
| **Department/Team** | Board |
| **Location** | Richmond, Hawthorn and East Doncaster |
| **Reports to** | na |
| **Direct Reports** | na |
| **Probationary Period** | A six month probationary period will apply |
| **Working with Children Check required** | Yes |
| **Police Check required** | Yes |

**Position Summary**

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| **Organisation Background** | Access Health and Community (AccessHC) operates in the Cities of Boroondara, Manningham and Yarra in Melbourne Victoria offering a range of medical, health and community services.  AccessHC is a not for profit organisation with caring at its centre. Employing over 300 staff. The AccessHC mission is to build healthier lives together with our communities and deliver excellent health services for all.  AccessHC is a new organisation but one with a continuous historic pedigree from its beginnings in 1869. It has four major medical clinics and eight other sites. AccessHC is bedding down a series of recent mergers and other changes which have equipped it to look optimistically towards the future. It has the ambition to become an excellent primary health service for all people, whilst ensuring that disadvantaged people have equitable access to all services. It wishes to serve as a role model for primary care. Its funding comes from fee for service activities as well as Federal and State Governments. A snapshot of the service is at the end of this Position Description. It has an important strategic relationship with Swinburne University to advance innovation in healthcare.  The new Strategic Plan was approved in February 2017 and sets seven goals:   1. Deliver high quality comprehensive services to all whilst ensuring that people who are disadvantaged have equitable access 2. Build business systems to operate in a consumer driven environment. 3. Develop and promote an integrated model of care as a point of difference from other providers across all our communities 4. Build strong relationships and collaborations to drive quality of service and growth 5. Reduce dependence on block funding and increase capacity to deliver fee for service programs for both government supported and private services. 6. Create differentiation, relevance and influence through innovation in the delivery of primary health services 7. Establish facilities across all our communities as a platform to deliver comprehensive integrated care |
| **Position Purpose** | **Scope and Objectives of the Role**  The AccessHC Community Advisory Committee is a strategic advisory committee reporting to the AccessHC Board of Directors and works to increase consumer, carer and community participation in all facets of AccessHC’s operations in partnership with the AccessHC Board of Directors. It has no executive or operational authority. |

**Position Functions**

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| **Key areas of accountability** | These are outlined in the Monash Health Community Advisory Committee Terms of Reference. |
| **Other responsibility areas** | ***Quality and Risk Management***  Develop and maintain a sound knowledge of and commitment to relevant AccessHC policies and procedures. |
| ***Continuous Quality Improvement:***  Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews as required. |
| ***Standard of Conduct***  To abide by the policies and procedures of AccessHC applicable to the maintenance of good order and conduct. To maintain a harmonious and courteous attitude towards patients, the public and other staff. |
| **Mandatory:**  **Security Check**  AccessHC is required to carry out a Police Check regarding any criminal record prior to finalisation of appointment. |

**Position Requirements**

**Community members – desirable skills, qualities, knowledge, experience** Members are appointed as individuals, and not as a representative of any organisation.

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| **Key Selection Criteria** | | *M = Mandatory*  *D = Desirable* |
| Able to contribute specialist knowledge and expertise by providing consumer, carer and community perspectives. | | **M** |
| Able to inform and or influence decision making at a strategic level. | | **M** |
| Active community members with strong community networks and a sound understanding of local or regional issues. | | **M** |
| Able to reflect on and present community issues at a strategic level, rather than focusing on personal concerns or individual issues. | | **M** |
| Able to reflect the perspectives of the communities served by AccessHC at a strategic level and to bring to the Community Advisory Committee knowledge of the opinions and policies of relevant community groups. | | **M** |
| Evidence of highly developed interpersonal, communication, and consultative skills with experience in developing and maintaining collaborative partnerships and relationships | | **M** |
| An interest improving the health of people | | **D** |
| **Application Details** | **For further information contact:**  Harry Majewski CEO  [harry.majewski@accesshc.org.au](mailto:harry.majewski@accesshc.org.au) 03 9420 9114 | |

***Access Health and Community is a Child Safe Organisation***

# Snapshot of Access Health and Community (AccessHC)

**AccessHC Service summary:**

* GPs and nurses
* Dental Service
* Allied Health Services
* Complex Care Coordination
* Mental Health Services
* Drug and Alcohol Services
* Child and Family Services including Early Childhood Intervention
* Carer Support Services
* Health Promotion disease prevention activities
* Social support inclusion activities

**AccessHC accreditations:**

* Registered Community Health Service
* Registered Early Childhood Intervention Service
* QIC accreditation
* GP+ GP practice accreditation
* Aged Care Assessment Service Accreditation
* National Safety and Quality Health Service accreditation (Dental)

**AccessHC Funding:**

* Medicare
* Commonwealth Home Support program
* NDIS
* State and Commonwealth Drug and Alcohol funding
* Headspace youth mental health funding (PHN)
* State Community Dental Funding
* State Community Health Funding
* State Home and Community Care Funding
* State Early Childhood Intervention Funding
* Private fees and copayments

**Access HC snapshot**

* 300 staff, 200 volunteers
* Four main locations in Eastern Melbourne: Richmond; Hawthorn; East Doncaster, Ashburton
* Eight smaller locations

**Websites**

[**http://accesshc.org.au/**](http://accesshc.org.au/)**;**