



Employee Position Description

Position Details		
Position Title: Project Administration and Data Support – Mental Health	Department: AOD and Mental Health	Agreement: Victorian Stand-Alone Community Health Services Stand Alone (Health and Allied Services, Managers and Administrative Officers) EBA 2018-2022
Reports To: Project Manager – Mental Health & AOD	Location: Based at Hawthorn but may be required to work across any AccessHC site	
Direct Reports: Nil	Employment Status: Fixed term full-time (1.0EFT)	Classification: Grade 2
Position Primary Purpose		
<p>The Project Administration and Data Support Officer will provide project, administrative and data support for the stepped care mental health services, under the guidance of the Project Manager – Mental Health and AOD Services. The position is employed and based at Access Health and Community at the Hawthorn site, but may be required to travel to other sites in the region.</p> <p>The successful candidate will provide administrative and data support to a multidisciplinary team to deliver evidence-based mental health treatment to consumers, including people whose mental health has been impacted by COVID-19.</p> <p>The successful candidate will also provide guidance and support to program staff and ensure that data reporting is accurate, and meet the funding body reporting requirements. These tasks include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist with collating service data from Fixus and TrakCare • Assist with monitoring of service performance and KPIs • Provide program staff support with data entry • Assist with developing project reporting documents • Assist with project marketing activities 		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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Decision Making Authority	Key Relationships
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> Decisions as per the AccessHC Delegation framework 	<p>Internal</p> <ul style="list-style-type: none"> Project manager Mental Health and AOD Project officer Mental Health and AOD Senior Manager Mental Health and AOD Manager AOD, Manager Mental Health, Manager headspace Hawthorn AccessHC Data Management Officer Staff working across Mental Health & AOD services at AccessHC and partner agencies <p>External</p> <ul style="list-style-type: none"> External funding bodies such as Eastern Melbourne PHN Consortium partners

Key Accountabilities	
Focus Areas	Responsibilities
Data and Administration	<ul style="list-style-type: none"> Provide support program staff with Fixus or TrakCare. This may include providing training and ad hoc support to staff to ensure data integrity Assist with collating of performance and minimum dataset data Assist with cleaning of data extracted from Fixus or TrakCare Provide other general administrative support to the broader Project team
Project Establishment and implementation	<ul style="list-style-type: none"> Assist with establishing and coordinating consumer participation and consultation to contribute to the co-design, implementation and evaluation of the mental health programs Assist with needs analysis to ensure the programs are locally responsive and flexible to the community needs Assist in the development and dissemination of promotional materials, information and documents to support the implementation of the programs Support the Project Manager and Project Officer of Mental Health & AOD Services to explore and identify service development opportunities
Partnerships and Networking	<ul style="list-style-type: none"> Assist with developing community engagement and capacity building activities with local stakeholders
Reporting	<ul style="list-style-type: none"> Assist with quarterly and annual program reports as required

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> Assist with maintaining high quality data recording as per program requirements Assist with the evaluation of the mental health program (using an external evaluator) in line with AccessHC requirements Assist with monitoring and reporting on the operation and performance of the programs, support the service to meet required targets, KPIs and quality processes
Integration with Access Health and Community Services	<ul style="list-style-type: none"> Actively participate and contribute to AccessHC service integration activities as requested by the Project Manager or Senior Manager of Mental Health and AOD Services Represent the service as required in a professional, courteous and empathic manner
AccessHC Values	<ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
Governance and Compliance	<ul style="list-style-type: none"> Act in accordance with AccessHC's policies, procedures and code of conduct. Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times. All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required
Professional Development	<ul style="list-style-type: none"> Actively participate in relevant continuing professional development as required

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Selection Criteria

Standard selection criteria items

- Police Check
- International Police Check (*mandatory if lived/work overseas in past 10 years*)
- Working With Children Check
- Driver's Licence

Qualifications, registrations and experience

- Relevant qualifications and/or demonstrated experience in administrative support, data entry or data reporting
- Experience using TrakCare, Fixus or other electronic health records is highly desirable
- Excellent time management skills and demonstrated ability to meet targets and deadlines within a project framework
- Ability to think creatively and respond flexibly to communication demands across various mediums (including social media, websites, written material and others)
- Proficiency in Microsoft Office and relevant software applications.
- Experience working in the mental health, primary care or health sector (desirable)
- Training or experience in health literacy (desirable)

Key skills and attributes

- Strong communication and interpersonal skills
- Demonstrate an ability to adapt to fast changing work environments
- Commitment to continuous quality improvement and health promotion principles
- The ability to produce high quality documents, databases and reports.
- Effective time management and prioritisation skills
- High level of accuracy and attention to detail
- Demonstrated ability to work in a team environment
- Demonstrated behaviours consistent with AccessHC values

AccessHC is a Child Safe Organisation.

AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.

Authorisations

Employee Name:

Signature: _____

Date: / /

Manager Name:

Signature: _____

Date: / /

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