


Position Description: **Disability Liaison Project Officer**

Our CORE values Collaboration Openness Respect Empowerment		
Organisation	NSW Health	
Local Health District / Agency	Northern NSW Local Health District	
Position Classification	Allied Health Professional Level 3	
State Award	Health Managers (State) Award NSW Health Service Health Professionals (State) Award	
	Does this role require Multiple Awards? No	
Supervisory	Does this role manage or supervise others? No	
StaffLink Position Number	TBA	
Website	www.nswlhd.health.nsw.gov.au/	

PRIMARY PURPOSE

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Undertake projects working with NSWLHD staff to assist people with disability, their families, carers and service providers to ensure that all possible care options are being pursued, implemented and optimised whilst hospitalised and managing COVID 19 in the community.

Supporting NNSWLHD staff to manage the impacts of COVID-19 on people with a disability. y in Aiming to provide inclusive health services to people with disability, their families and carers who are impacted by COVID-19.

ESSENTIAL REQUIREMENTS (will also include mandated WHS Statement added by Workforce)

Essential Requirements

Tertiary qualifications and where applicable, membership of the relevant association or registration with the relevant board, in one of the following disciplines: Physiotherapy, Occupational Therapy, Speech Pathology, Social Work or Psychology. To be appointed as a Level 3 Health Professional evidence must be provided of three years' clinical experience and demonstrated experience of extensive specialist knowledge or a high level of broad generalist knowledge within the discipline as defined by the award definitions of a level 3 practitioner

Valid unrestricted drivers licence for use in NSW/Australia.

Responsibilities under WHS - Non-Supervisor

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

Disability Liaison Project Officer

KEY ACCOUNTABILITIES

Key Accountabilities, max 8

- Undertake projects and activities related to the impact of COVID-19 on people with disabilities and the disability sector to mitigate the impact of COVID-19.
- Undertake the planning for the provision of urgent support to people with a disability who have complex needs in the community to ensure optimal health outcomes.
- Lower the demand on the inpatient hospital beds for non-COVID-19 patients utilising the hospital support plans to :
 - Prevent unnecessary hospital admission where disability supports break down
 - Reduce staffing resource impact on NSW Health where disability supports break down and preventing NSW Health staff being called on to deliver urgent disability supports in the community
 - Reduce the risk of infection/spread of COVID-19 amongst the disability community by co-designing and developing local strategies with providers that are sustainable and manageable.
- Support the coordination of complex discharges and discharge delays through liaison with usual support services and forward planning to enable timely and safe transition back to community based care. .

KEY CHALLENGES

Key Challenges, max 3

Maintaining positive interagency relationships, including regular and ongoing communication.

Maintaining engagement with patients, their families and carers through the process.

Adapting rapidly and appropriately within a pandemic response-driven environment.

POSITION DESCRIPTION

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KEY RELATIONSHIPS

Who, max 3 internal, 2 external (if relevant)	Why
Health Disability Inclusion Manager	Professional and operational leadership and management Provides guidance, direction and feedback in relation to the delivery of quality care/service.
People with disability, their families and carers	Provide regular high quality patient centred care that meets needs and expectations in line with CORE values
External Service Providers	Consultation and collaboration with providers involved in the care of People with disability, their families and carers

SELECTION CRITERIA (Max 8, 6 recommended)

Selection Criteria
<ol style="list-style-type: none">1. Tertiary qualifications and where applicable, membership of the relevant association or registration with the relevant board, in one of the following disciplines: Physiotherapy, Occupational Therapy, Speech Pathology, Social Work or Psychology. To be appointed as a Level 3 Health Professional evidence must be provided of three years' clinical experience and demonstrated experience of extensive specialist knowledge or a high level of broad generalist knowledge within the discipline as defined by the award definitions of a level 3 practitioner2. Demonstrated high-level knowledge of NNSWLHD disability workforce and processes, and experience in applying that knowledge.3. Sound problem solving skills with demonstrated ability to understand and resolve clinical and disability related matters to achieve clinically focused and efficient solutions.4. Demonstrated interpersonal, collaboration and negotiation skills with the ability to engage and build relationships with high level stakeholders to implement and support change, including the ability to develop and facilitate education to LHD staff using a variety of modalities.5. High level computer skills with the ability to utilise and interpret data using spreadsheets, and create reports and presentations.6. Demonstrated organisational skills and the ability to prioritise competing demands and meet deadlines.7. Valid unrestricted drivers' licence for use in NSW/Australia and willingness to travel in the course of employment.

OTHER REQUIREMENTS

Professional Behaviour and Communication

All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

- Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image, could lead to disciplinary action, including dismissal
- Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

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All employees are responsible for:

- Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
- Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

Workplace Culture

Your workplace behaviours and practices are expected to:

- Proactively contribute to a positive, productive and safe workplace culture
- Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

Privacy

All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

Performance

All employees will:

- Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
- Participate in an annual performance appraisal
- Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
- Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

Quality Improvement

NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

- Be aware of and comply with their responsibilities under the Standards
- Actively participate in quality improvement initiatives within their teams
- Participate in organisation-wide quality improvement activities as required

Workplace Health & Safety

All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

Risk Management

All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).

All employees will:

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- Identify and manage risks in your own area, and report risks to your manager which are beyond your capacity or authority to manage