POSITION DESCRIPTION – The Alfred Hospital

DATE REVISED: 21 September 2017
POSITION: Coordinator HIV Assist
AWARD/AGREEMENT: Allied Health
CLASSIFICATION TITLE: Community Development Worker Class 2A
DEPARTMENT/UNIT: Department of Infectious Diseases
DIVISION: Cancer and Medical Specialties
ACCOUNTABLE TO: Business and Community Services Manager, Department of Infectious Diseases

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR VALUES

Our staff are expected to demonstrate and uphold our values of:

   Integrity, Accountability, Collaboration and Knowledge.

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

DEPARTMENT OF INFECTIOUS DISEASES

The Department of Infectious Diseases at the Alfred Hospital is one of the largest and most comprehensive infectious diseases clinical services in the country. It is also an academic Department within the Faculty of Medicine, Nursing and Health Sciences, Central Clinical School, Monash University and is a premier centre for clinical and biomedical research and education.

The Department offers expertise in general infectious diseases, HIV/AIDS, hospital-acquired infections and antimicrobial resistance, infection prevention and antimicrobial stewardship, travel-related infections, viral hepatitis, sexually-transmitted infections, and infections in immunocompromised hosts including critical care, burns, cystic fibrosis and solid organ (lung, heart and kidney) and stem cell transplant recipients. We have four active clinical units at any one time with a dedicated general infectious diseases inpatient unit, an HIV inpatient unit, a general consultative service and an immunocompromised host service. Through our Alfred Infectious Diseases Training Program we provide outstanding opportunities for advanced training in infectious diseases.

One of the premier services provided by the Department is the Victorian State-wide HIV Service which provides a comprehensive program for individuals and populations affected by or infected with HIV in Victoria. This ranges from
acute care and chronic illness management, to health maintenance, prevention and health promotion. Complications of HIV and antiretroviral therapy, in addition to the myriad of co-morbidities such as cancer, metabolic syndrome, cardiovascular disease, renal impairment, viral hepatitis and liver disease, drug and alcohol related disorders, neurocognitive impairment and psychiatric illness are all managed in a multidisciplinary ambulatory care clinic.

*We are driven by excellence in patient care and this is supported by our passion for research, quality improvement and infectious diseases education and training.*

**POSITION SUMMARY**

HIV Assist supports people living with HIV with complex care needs to maintain their independent living and reduce hospital admissions. The service will work closely with HIV outreach service staff including HIV Social Workers and Nurses to provide support to individuals with high care needs. The role will be involved in assessment of client needs and coordinating a personal care worker response. The role will oversee personal care workers supporting people in mainstream accommodation with support with activities of daily living, assisting to coordinate and ensure HIV medication adherence, supporting patients attend hospital appointments. The role will also provide direct patient support where required. The role will be responsible for the personal care worker recruitment and day to day management they will ensure communication with the nursing and allied health team and that personal care workers are supported in their role. The service will also coordinate brokerage packages for people seeking respite and coordinate accommodation for people attending appointments from rural and regional Victoria.

**KEY RESPONSIBILITIES**

- Co-ordinate HIV Assist
- Provide for the day to day management of personal care workers employed in HIV Assist
- Work closely with and build strong relationships with service providers and community services involved in the patients care to maintain their independence
- Co-ordinate rural and regional accommodation response
- Coordinate with Social Work brokerage packages for people seeking respite services
- Ensure the service is closely linked and aligned with the priorities of HIV complex care service including Social Work and Nurses
- Build a strong team of skilled personal care workers
- Support personal care workers manage and respond to patient complex behaviours
- Ensure appropriate OHS processes are in place regarding safety for HIV Assist staff providing services in the community setting
- Provide direct patient support where required
- Ensure data collection to report service activity

**QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

KEY CAPABILITIES:

Capabilities

- Ability to work with clients with complex health and psychosocial issues
- Competent client assessment skills
- Ability to coordinate a client service
- Ability to build and lead a team
- Ability to work autonomously and as part of a multidisciplinary team
- Excellent communication skills, ability to problem solve and ability to motivate others to achieve common goals
- Ability to undertake a range of service administration tasks

QUALIFICATIONS/EXPERIENCE REQUIRED

- Experience coordinating client services
- Experience managing a team
- Experience working in a health or human service field
- Competence in word and excel

Position Description authorised by: Brian Price, Business and Community Services Manager, Department of Infectious Diseases

Date: 21st September 2017