

Position Description

Health Promotion Project Coordinator – Problem Gambling

August 2014

Full time Employment
37.5 hours per week (1.0 FTE)
Fixed Term until 30/6/15

Introduction

Organisational Context:

The Inner East Primary Care Partnership (IEPCP) is an alliance of health, community services and other related organisations operating within the Local Government areas of Boroondara, Manningham, Monash and Whitehorse. The IEPCP receives the majority of its funding from the Victorian State Government.

IEPCP, as an unincorporated body, does not have the contractual capacity to employ staff. As fundsholder on behalf of the IEPCP, Melbourne East GP Network trading as Inner East Melbourne Medicare Local (IEMML) is the employer of all IEPCP staff. IEMML is a Company Limited by Guarantee and a Health Promotion Charity. All staff are required to comply with all MEGPN policies and procedures, in addition to specific IEPCP policies and procedures.

Melbourne East GP Network is proud to be one of the first Victorian organisations to successfully become a Medicare Local. Since 1983 it has had a vision for enhanced community and primary care innovation, being a dynamic network delivering leadership in primary health care.

Inner East Primary Care Partnership

Guided by the Victorian Department of Health and the 2014 Strategic Directions the Inner East Primary Care Partnership aims to:

- Facilitate a connected, efficient, robust and accessible primary health care and community service system
- Facilitate a better consumer-driven and centred system
- Foster/facilitate a stronger prevention/health promotion focus within systems and beyond
- Strengthen the capacity of the IEPCP.

Position Dimensions

POSITION:	Health Promotion Project Coordinator – Problem Gambling
REPORTS TO:	Executive Officer
AWARD:	IEMML – Certified Agreement
CLASSIFICATION:	Dependant on qualifications & experience
HOURS PER WEEK:	75 hours per fortnight (1.0 FTE)
TERMS OF EMPLOYMENT:	Full Time
APPROVED:	TBC
REVIEWED:	August 2014

Position Summary

Project Objectives:

The Victorian Responsible Gambling Foundation (VRGF) has funded Inner East Primary Care Partnership to deliver a new project “Chasing the Luck”. The project will focus on reducing harm from gambling amongst Chinese restaurant shift workers.

The ‘Chasing the Luck’ prevention project aims to reduce the prevalence of problem gambling in Chinese restaurant/shift worker setting. The project will address the following determinants of problem gambling for this target group:

1. Environment and culture of the restaurant/shift worker setting
2. Chinese cultural norms regarding gambling, including stigma associated with seeking help.
3. Lack of appropriate, convenient and timely recreational and educational alternatives to gambling.
4. Access to electronic gaming machines (EGM’s) i.e. proximity to workplace setting.

The project will work with the Chinese community, local businesses and relevant stakeholders to develop and deliver prevention activities to reduce the prevalence of problem gambling in the Chinese restaurant/shift worker setting.

Key Selection Criteria

Qualifications/Technical Expertise:

- Relevant tertiary qualifications in Health Promotion or a related field.
- At least three years’ experience in project or program management.
- Experience in delivering upstream (preventative) interventions addressing the social determinants of problem gambling or other addictive behaviours.
- Ability to undertake appropriate problem gambling prevention initiatives at the determinant level.
- Ability to work in an integrated way and in partnership across a range of sectors.
- Police Checks will be required for this role.
- Reliable car and drivers licence is required.

Personal Qualities:

- Committed to making a difference to the health of the community.
- Ability to provide leadership and influence others, particularly in situations where there is no direct control.
- Flexibility and responsiveness to meet the changing needs of the partnership and key project stakeholders.

- Highly motivated, self-starter with a professional and proactive approach to work.
- Sensitive to the needs of cultural groups and ability to work flexibility with that community.
- Excellent communication and interpersonal skills particularly in facilitating groups, workshops, problem and conflict resolution.
- Excellent organisational and time management skills particularly in managing workload, setting priorities and meeting deadlines.
- Demonstrated computer skills in MS Office programs and desktop publishing packages.
- Sound judgment in selecting appropriate action/s in problem solving.
- Effective report and submission writing skills for a range of audiences.
- Ability to translate research evidence in practice.

Desirable Qualities:

- Understanding of Primary Care Partnership policy context and environment.
- Social marketing skills.
- Experience in survey and data collection design and methodologies.

Duties, Responsibilities and Tasks

Key Responsibilities:

Project specific deliverables

- Inner East PCP will lead and project manage the delivery of the 'Chasing the Luck' prevention project across the Inner East Melbourne catchment.
- Identify priority Chinese restaurants and takeaway shops in close proximity to EGM venues.
- Improve knowledge and awareness of gambling harm and responsible gambling amongst Chinese restaurant/shift workers and their employers.
- Supervise and work closely with the Chinese Community Engagement Officer.
- Collaborate with Chinese restaurant/shift workers to identify and/or create appropriate, convenient and timely recreational and educational alternatives to gambling.
- Engage and influence the broader Chinese community to improve/influence their gambling behavior and raise their awareness and understanding of gambling harm and responsible gambling.
- Work with Chinese community and pilot sites to identify and/or create appropriate, convenient and timely recreational and educational alternatives to gambling.
- Develop and deliver social marketing campaign with and to the broader Chinese community.

- Compliance with the project objectives, scope, deliverables and timelines articulated in the Funding and Service Agreement.

General Project Management deliverables

- Chair and facilitate the Steering Group meeting bi-monthly.
- Collect relevant data through the Victorian Responsible Gambling Foundation (VRFG) evaluator and provide timely progress reports as required.
- Effective stakeholder analysis and management throughout the prevention project.
- Engage relevant stakeholders in the planning and implementation of project related activities.
- Improve referral pathways for problem gamblers in the Chinese community.
- Develop partnerships with external agencies where appropriate.
- Provide updates on the project work plans and prepare reports to the IEPCP Executive Officer for the governance group of the PCP.
- Prepare timely project reports for project sponsor/funding bodies according to agreed standards and timelines and maintain up to date project controls and operational plans.
- Effectively manage issues and risks to project success as they arise.
- Market the benefits of the project and IEPCP services appropriately.

Management and Administration

- Participate in staff support meetings.
- Work collegially with the IEPCP team.
- Ensure maintenance of professional standards of activities.
- Participate in ongoing development of activities.
- Participate in staff performance review process.
- Understand and uphold the organisation's values and behaviours framework.
- Adhere to the auspice Occupational Health & Safety Policies and Procedures.

Other duties as required. Some after-hours work may be required.

Key Relationships:

- **Direct Reports:** Chinese Community Engagement Officer
- **Internal:** IEPCP staff, Executive Officer
- **External:** Multicultural Gamblers Help Line at the Centre for Culture, Ethnicity and Health, Network of Inner East Community Houses, Migrant Information Centre, AMES Box Hill, Chinese Gambling Concern Inc., Chinese Peer Connection Program/EACH, Connections Uniting Care, Chinese Health Foundation, CCSSCI, Federation of Chinese Association, Chinese Workers Network, Manningham Community Health Services, Whitehorse City Council.

Remuneration and Benefits

- This position is full time 37.5 hours per week (1.0 FTE) fixed term until 30/6/2015.
 - Salary is dependent on qualifications and experience.
 - Generous salary packaging is available.
 - Superannuation contributions are paid at the current superannuation guarantee rate.
 - Reimbursement for travel costs is paid for mileage incurred whilst on business (based on rates as prescribed by the Australian Taxation Office).
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Accountability

- Position reports to the Executive Officer – IEPCP.

PD Version Update

Title	Date	Incumbent Signature
Health Promotion Project Coordinator – Problem Gambling		