

POSITION DESCRIPTION

Position title:	Health & Wellness Coordinator (Mental Health)
Location:	Head Office
Reports to:	Head of Prevention, Clinical Governance & Quality
Entities:	GMHBA
Organisational level:	Individual contributor
Reports:	Nil

Job Purpose:

To develop and implement initiatives designed to promote and improve mental health for GMHBA members, patients and employees.

Accountabilities:

Planning and Implementation

- Contribute to delivery of all aspects of GMHBA's overall strategic plan and objectives through planning own work and timely attendance to all delegated tasks and functions
- Consider problems or issues that may arise and use lateral thinking to resolve or recommend solutions
- Bring to the attention of your team leader/manager risks and issues that may need to be escalated from time to time
- Actively participate in all business activities such as team meetings, training and development opportunities, information sessions and committee meetings
- Collaborate and seek input from team members, specialist functions and others as required, to maximise performance outcomes

Mental Health

- Implement, coordinate and evaluate projects designed to promote and enhance mental health and wellbeing
- Source, develop and implement mental health support tools and web content
- Collaborate with key stakeholders both internally and externally for desirable outcomes

Health & Wellness program coordination

- Coordinate and actively contribute to health, wellness and preventative health projects and/or initiatives that support the objectives in the Health Services Strategy
- Thoroughly investigate and critically appraise best practice to ensure a sound evidence base to support achieving our health-related objectives/priorities

Review date: 13/03/2019
Approved by P&C Manager



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- Understand the influence of Government Health Policy, Medicare, the private and public health systems and the operations of the major players in the market on the health of our customers

Regulatory & Reporting

- Ensure compliance with the Company's Delegated Authorities, Business Plan, Policies and Standards
- Support company audit processes and make recommendations as required
- Keep up to date with regulatory trends and changes and actively participate in training and update type activities
- Prepare information and reports for management as required

Stakeholders & Advice

- Provide advice, share knowledge and identified solutions/wins with others to facilitate strong team performance
- Maintain positive and constructive relationships with internal and external stakeholders
- Provide clinical expertise or relevant knowledge to support internal stakeholders to achieve health related organisational objectives. This includes but not limited to:
 - Marketing
 - Benefits Management
 - Products
 - People and Culture

Other

- Uphold the company values, culture and performance standards
- Participate in the roll-out of business change programs designed to strengthen GMHBA's performance
- Embrace the mindset and actively contribute towards embedding the GMHBA Way including working in an Agile environment.
- It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
- The accountabilities described within may be altered in accordance with the changing requirements of the role.

Key Relationships:

Internal:

- All GMHBA employees

External:

- Healthcare providers such as psychologists, GPs and nurses.
- Peak Health bodies such as Beyond Blue, Black Dog Institute, Lifeline and Mental Health Vic.
- Local key health stakeholders such as G21, Barwon Health, GenU, WVPHN and CoGG.
- Local mental health network meetings.
- Research bodies such as Deakin University.

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Skills, Experience and Qualifications:

Mandatory

- Tertiary qualification in a health-related discipline or health promotion
- Demonstrated knowledge and experience in the mental health sector
- Demonstrated experience in project or program coordination
- Demonstrated stakeholder relationship engagement
- Demonstrated high level of oral and written communication skills

Highly desirable

- Strong communication and negotiating skills
- Relevant computer technical skills

