

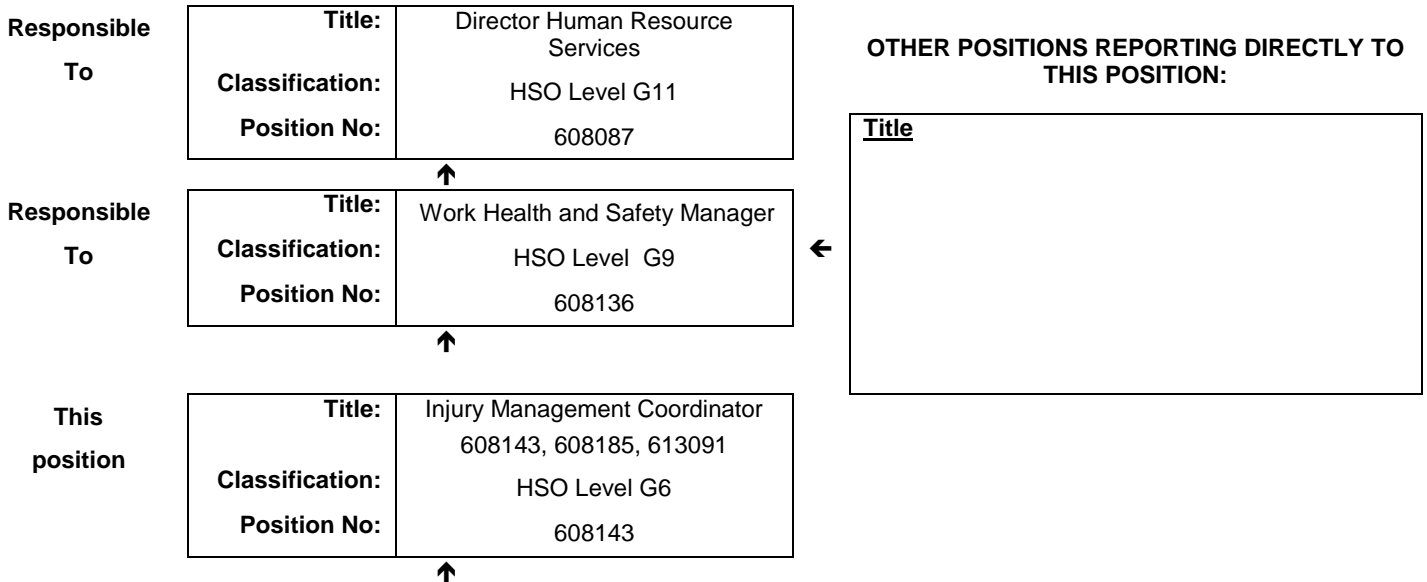


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Area Office		Position No:	608143, 608185, 613091
Division:	Workforce	Title:	Injury Management Coordinator
Branch:	Human Resources	Classification:	HSO Level G6
Section:	Occupational Safety and Health (OSH)	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:
Position No. Title	Category Number

Section 3 – KEY RESPONSIBILITIES

Provides efficient and cost effective injury management services for injured employees of the WA Country Health Service (WACHS); assists in the development and implementation of policies, strategies and best practice in all injury management activities.

WA Country Health
Service – Central Office
07 July 2016
REGISTERED

TITLE	Injury Management Coordinator	POSITION NO	608143, 608185, 613091
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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

Working together for a healthier country WA

WHAT WE STAND FOR

A fair share for country health – securing a fair share of resources and being accountable for their use.

Service delivery according to need – Improving access based on need and improving health outcomes.

Closing the gap to improve Aboriginal health – Improving the health of Aboriginal people.

Workforce stability and excellence – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A ‘can-do’ attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

Justice - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	WACHS INJURY MANAGEMENT SERVICE	D	75
1.1	Provide an injury management service for WACHS employees who have suffered an injury within the meaning of the <i>Workers' Compensation and Injury Management Act 1981</i> , in consultation with the regional OSH Coordinator and other relevant stakeholders.		
1.2	Coordinate injury management programs for compensable and non-compensable injuries to employees in conjunction with the injured employee, treating practitioner and line manager. Facilitates achievement of early return to work, safe work practices and work environments through effective communication within the case management team.		
1.3	Support injured employees and their line managers through the injury management process ensuring compliance with relevant legislation including the <i>Workers' Compensation and Injury Management Act 1981</i> and the <i>Workers' Compensation Code of Practice (Injury Management) 2005</i> , and WA Health policies and procedures.		
1.4	Facilitate the appropriate referral of injured employees to approved workplace rehabilitation providers in liaison with the regional OSH Coordinator. Monitor the engagement, contract management and service provision of vocational rehabilitation providers including compliance with standards published by WorkCover WA.		
1.5	Provide advice and support to the regional OSH Coordinator on pre-employment health assessments to support decision making regarding an applicant's fitness for the inherent requirements of the advertised position.		
1.6	Provides an advisory and consultancy service to WACHS managers on injury management practices.		
1.7	Actively provide injury management training programs, and promote an understanding of injury management principles and practices across WACHS		
1.8	Maintain databases and spreadsheets to assist with accurate record keeping, as required.		
1.9	Participates in quarterly Regional Workers' Compensation Claim Review meetings with the insurer and regional management teams.		
2.0	PROGRAMS IMPROVEMENT – REPORTING	D	10
2.1	Undertake continuous improvement and evaluation of WACHS Injury Management services.		
2.2	Collect, collate and analyse injury management performance related data and contributes to the preparation and presentation of injury management reports and performance indicators in liaison with the WACHS OSH reference group and WACHS WHS Manager.		
2.3	Assists in the development and review of WACHS workers compensation and injury management policy, procedures and systems consistent with legislative requirements in consultation with the WACHS OSH reference group and WACHS WHS Manager.		
3.0	ORGANISATIONAL	D	5
3.1	Deliver Injury Management training to regional managers and meet with Regional Executives, Occupational Safety and Health teams, Human Resources teams, and medical and allied health providers as required.		5
3.2	Other duties as delegated		

4.0	PROFESSIONAL DEVELOPMENT	D	5
4.1	Continually develops knowledge and skills in the theory and practice in injury management practices and knowledge areas outlined in this document.		
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.			



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated knowledge and experience in the delivery of effective workers' compensation and injury management programs within a multidisciplinary service organisation
2. Demonstrated knowledge of the WA workers compensation legislation and WorkCover regulatory frameworks and guidelines.
3. Highly developed interpersonal, consultative, negotiation and written and oral communication skills to enable effective communication with all levels of staff and external stakeholders.
4. Demonstrated facilitation, training and presentation skills.
5. Demonstrated analytical, organisational and time management skills including the ability to work under time constraints and with limited supervision.

DESIRABLE

1. Possession of, or substantial progress towards, a relevant health or applied science degree.
2. Previous relevant experience in the health industry.
3. Demonstrated working knowledge of Occupational Safety and Health.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Perth (regional location may be considered)	Accommodation	
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Ability to travel to regional areas 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

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