



# Job Description Form



MIDWEST

Landscape Photos: Tourism Western Australia

**Position Title**

**Position number:** 614091

## Coordinator Transitional Care

### Division Description

The WA Country Health Service (WACHS) Midwest health region of Western Australia covers more than 470,000 square kilometres, nearly one fifth of the State, with its population concentrated along the coast. The region is located in the northern middle section of Western Australia and incorporates three health districts - Gascoyne, Geraldton, Midwest and Murchison, is recognised for its unique natural environment and is a culturally diverse region with Aboriginal people representing 13% of the overall population.

### About the WA Country Health Service

#### Our Strategic Priorities



#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Values

##### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

##### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

##### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

##### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

##### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

##### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

#### Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: **Coordinator Transitional Care**

Position Number: 614091

Classification: HSO Level P2

## Directorate overview

Our Health Districts Gascoyne, Geraldton, Midwest and Murchison support and deliver a diverse range of services including but not limited to Aboriginal Health, Community Health, Population Health, Medical, Nursing and Midwifery, Aged Care, Mental Health and Community Alcohol and Drug Services, Workforce, Infrastructure and Business Services.

These services are delivered in a range of practice settings including within the community, in nursing posts, multi purpose sites, hospital based facilities and via Telehealth.

Our Directorates actively support and encourage diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

Position Number:	614091	Registration Date:	19 January 2024
Classification:	HSO Level P2	Location:	Geraldton
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Midwest		

## Position Overview

Coordinates the operations of the Transition Care Program and Short Term Restorative Care to ensure appropriate planning, management, accountability and delivery of high quality services to the allocated region. Provide advanced clinical skills to direct assessment and care of the clients within the multi-disciplinary team, in collaboration with senior practitioners. Support the implementation of the strategies, principles and practices of the Sub-acute care Plan and National Action Plan - Older Patient Initiative.

## Reporting Relationships

### Responsible to:

Manager Aged and Community Care  
HSO Level G9  
614814



### This position:

**Coordinator Transitional Care**  
HSO Level P2  
614091



### Positions under direct supervision:

Social Worker  
Occupational Therapist  
Physiotherapist  
Administration Assistant



### Other positions reporting to this position:

Coordinator Older Patients Initiative  
Program Support Officer  
Project Officer  
Coordinator Aged Care Assessment Team  
Coordinator Sub Acute Care  
Coordinator Community Care





## Key Duties/Responsibilities

### 1. CLINICAL PRACTICE

- 1.1. Coordinate the operations of the Transition Care Program/Short Term Restorative Care and client care of the service.
- 1.2. Apply advanced clinical knowledge and skills in the assessment, planning, implementation and evaluation of client care.
- 1.3. Assess the need for, and undertake/coordinate client/family/carer education.
- 1.4. Involve the client and/or family/carer/advocate in the planning and delivery of care, including discharge planning.
- 1.5. Coordinate and participate in, as required, interdisciplinary patient conferences to determine needs, plan and evaluate care and discharge planning.
- 1.6. Maintain appropriate client records and ensure appropriate communication with multidisciplinary team.
- 1.7. Assist and support the implementation and maintenance of the eldercare pathway.
- 1.8. Act as a resource person to the multidisciplinary team.

### 2. CLINICAL MANAGEMENT

- 2.1. Implement effective systems and procedures to establish, maintain and promote the Transition Care Program/Short Term Restorative Care
- 2.2. Effectively manage, coordinate and utilise resources (financial, human and material) to promote best practice.
- 2.3. Coordinate and organize patient admission to and discharge from the Transition Care Program/Short Term Restorative Care.
- 2.4. Coordinate the multidisciplinary team and collaborate in the planning and delivery of care.
- 2.5. Communicate and liaise effectively with patients and their families/advocates/carers.
- 2.6. Negotiate/Liaise and make appropriate referrals to other agencies/disciplines.
- 2.7. Facilitate appropriate professional development for clinicians and therapy assistants under supervision or control. Whilst ensuring personal development of Leadership and supervisory skills.
- 2.8. Maintain the statistical and reporting requirements for the programs.
- 2.9. Design, initiate and participate in Quality Improvement activities.
- 2.10. Participate in directorate planning.
- 2.11. Responsible and accountable for attendance of staff undergoing essential training programs during a twelve month period.

### 3. OTHER

- 3.1. Other duties as directed by the Manager.

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.



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Tertiary qualification in Occupational Therapy, Physiotherapy, Psychology or Nursing and eligibility for registration with the relevant Board, or tertiary qualification in Speech Pathology and eligible for full membership of Speech Pathology Australia (SPA), or tertiary qualification in Dietetics and eligible for full membership in the Dietitians Association of Australia as an Accredited Practising Dietitian (APD) or tertiary qualification in Social Work and eligibility for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
2. Substantial recent relevant experience in the provision of clinical services in a health care setting with advanced clinical skills.
3. Demonstrated experience in program development, implementation, coordination and evaluation.
4. Proven leadership skills including the ability to educate and motivate staff to achieve excellence in patient care.
5. Previous experience in management and reporting of brokerage and financial and human resources.
6. Demonstrated ability to function effectively in a multi-disciplinary team environment and to work independently.
7. Proven ability to demonstrate effective high level interpersonal, communication and negotiation skills
8. Demonstrated effective analytical and problem solving skills.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable

1. Relevant post-basic qualification in area of specialty (Gerontology/Rehabilitation)
2. Knowledge and understanding of the Transition Care Program and the function and scope of other Aged and Community Care Programs.

## Appointment Pre-requisites

Appointment is subject to:

- Evidence of current registration by the relevant Board, or full membership of Speech Pathology Australia (SPA), or full membership in the Dietitians Association of Australia as an Accredited Practising Dietitian (APD) or full membership of the Australian Association of Social Workers or the Society of Professional Social Workers of Australia must be provided prior to commencement.
- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Successful Aged Care Criminal Record Clearance

Allowances

- District allowance

