

Position Description

Position Title:	Community Health Coordinator
Reports to:	Director of Nursing/Manager - Tatura Campus
Department:	Tatura Campus
Directorate:	Clinical Operations
Cost centre:	R1014
Code & classification:	Registered Nurse Grade 4A Clinical Coordinator (YW17 – YW18); Social Worker Grade 3 (SC31-SC34), Speech Pathologist Grade 3 (VW6-VW9), Occupational Therapist Grade 3 (VG3-VG6), Physiotherapist Grade 3 (VB7-VC1)
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 or Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 20221 – 2026; Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Community Health Coordinator is responsible for the coordination of integrated Primary Health Services at the Tatura Campus of GV Health. The role includes strategic planning and collaboration with partnering agencies and organisations to implement innovative models of primary healthcare.

The Community Health Coordinator will ensure that the development of primary healthcare models is based on current demographic data, needs analysis and best practice to meets the health priorities and future needs of the local communities within Tatura Hospital's catchment. The role also includes actively sourcing funding and grant opportunities to enhance and develop community health programs at Tatura.

EXTERNAL RELATIONSHIPS:

Liaises with:

- Tatura Community House
- Goulburn Valley Primary Care Partnership (PCP)
- Tatura local primary schools
- Department of Health and Human Services programs

- Other Health Service providers
- Local Support groups
- Local General Practitioners
- Local media outlets

INTERNAL RELATIONSHIPS:

Liaises with:

- Director of Nursing/Manager - Tatura
- Nurse Unit manager
- GV Health Community Health and other related programs
- GV Health Quality, Innovation & Risk Unit
- GV Health Media and Communications team
- District Nursing Service
- Acute and Aged Care services at Tatura Campus

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Work closely with Tatura Hospital and Parkvilla Aged Care facility Director of Nursing in planning and reviewing Community Health programs, which includes providing evidence-based data and innovative models in regard to Community Health Program development to align within the broader platform of GV Health community services.
- To seek new and innovative funding sources to enhance the service and prepare submissions for these programs/events
- To promote and initiate effective linkages with other stakeholders and providers involved in promoting the health and welfare of communities
- Function as member of a multidisciplinary health team promoting and maintaining a professional relationship with all staff and clients towards the goal of optimum outcomes across the care continuum.
- Promotion of Tatura's Community services.
- Participate in the Goulburn Valley Primary Care Partnership Integrated Health Promotion Group using the strategic plan and work plan priorities to develop programs/events.
- Participate in identified working groups such as Obesity and Diabetes, Mental Health & Alcohol and Drugs and Cancer.
- Coordinate and chair any applicable Service Provider meetings
- Develop and implement systems for data collection for community health
- Support and promote Tatura Hospital and Parkvilla Aged Care staff in developing skills in health promotion and community health services.
- Act as Tatura Hospital and Parkvilla Aged Care facility's representative for Tatura Community House Committee of Management
- Lead the development and provision of the monthly report to the relevant Divisional Director/Executive Director including as applicable key performance indicators for financial, human resources, quality and risk objectives
- Lead/develop and implement governance projects/quality committees and activities as required

- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- If a Nurse, current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse
- If a Social Worker, Speech Pathologist, Occupational Therapist or Physiotherapist, an approved tertiary qualification in the relevant Allied Health discipline
- Minimum of 7 years' relevant postgraduate experience
- Demonstrated leadership experience and knowledge related to primary health care
- Awareness of financial and budgetary processes in relation to submission funds management
- Computer literacy at intermediate level for Microsoft applications
- Excellent interpersonal, written and communication skills and demonstrated experience in submission and tender writing applications
- The ability to work collaboratively as an individual practitioner within an interdisciplinary team, including the ability to initiate and maintain professional relationships
- Knowledge and understanding of the social model of health, and current directions in primary healthcare and community services policy, theory and research.
- Knowledge of delivering services to people from diverse backgrounds including culturally and linguistically diverse and Aboriginal and Torres Strait Islander communities and special needs groups.

Desirable:

- Post-registration qualification in Primary Care, Health Promotion or Community Health.
- Experience with project management and implementation
- Familiarity with provider networks in the Shire of Campaspe, Goulburn Valley and Loddon Mallee regions

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Data collection and analysis of community health programs
- Evidence of Grant/Submission applications
- Contribute to quality improvements by undertaking and completing a minimum of two quality activities per annum

- Registration is maintained and working within scope of practice
 - Attendance and active participation at meetings as required
 - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
 - Active participation in the Performance and Development review process
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ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
 - Develop and maintain collaborative relationships with all other teams and professionals;
 - Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
 - Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
 - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
 - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations

Community Health Coordinator

Reviewed by:

DOD - Sub-Acute & Ambulatory Care

Issue Date:

September 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)