

POSITION DESCRIPTION

Position Title:	General Practitioner
Division:	Living Room Primary Health Service
Reports to:	Health and Human Services Unit Manager
Award:	Medical Practitioners Award 2010
Supervises:	Liaises with the Community Nurse, Allied Health Services Team and Community Development Workers.
Time Fraction:	Up to 3 days available – Monday, Wednesday & Friday
Hours:	To be determined
Locations:	7-9 Hosier Lane, Melbourne 3000

ORGANISATION CONTEXT:

Youth Projects Ltd is a large charity established in 1984 to support young people and families of the northwest suburbs and the central business district (CBD) of Melbourne.

We provide aspirational, life changing support through an integrated model in which multiple barriers are addressed with access to health care, counselling and drug safety, outreach services, employment, education and training.

VISION, MISSION and VALUES:

Our Vision is:

Life changing opportunities for every young person

Our Mission is:

High Impact Support. Without Judgement. Full Stop.

Our Values are:

Social Justice ~ Inclusion ~ Empowerment ~ Integrity ~ Respect ~ Courage ~ Commitment

POSITION CONTEXT

The General Practitioner position forms part of a multi-disciplinary team operating from Hosier Lane, Melbourne. This position requires an ability to liaise with health and welfare professionals, internally and externally.

The role requires specialist skills and experience, preferably in alcohol and other drugs or community health setting, servicing people who have complex needs (alcohol and other drug issues, mental health and acquired brain impairment, housing, legal, and material needs etc.) and who present with diverse and often challenging behaviours. In particular, the role requires detailed knowledge and understanding of Community Development, Harm Reduction, Primary Health Care and the Social Model of Health.

The role requires skills in working both on-site in a health service environment and on outreach in a diversity of public spaces. A user-friendly and non-judgemental approach to clients is expected at all times.

POSITION OBJECTIVE

To work as a General Practitioner within a collaborative, multi-disciplinary team in the provision of efficient and high quality primary health services to clients of Living Room Primary Health Service.

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KEY RESPONSIBILITIES AND DUTIES

Service Delivery

- The main role of the General Practitioner is 'to provide universal un-referred access to whole person medical care for individuals, families and communities, involving comprehensive, coordinated and continuing medical care that draws on biomedical, psychological, social and environmental understandings of health' (RACGP 2004).
- Diagnose and treat general health issues that clients present with.
- Promote and support regular check-ups, with an emphasis on health issues relevant to the target population, such as BBV/STI screens, pap smears, and immunisations.
- Promote and support health assessments, especially for at-risk groups and people with chronic health conditions (e.g. Hepatitis C), and provide appropriate, long-term advice.
- Perform minor medical procedures.
- Prescribe and administer medications.
- Provide a range of health services from prevention of illness through to treatment and rehabilitation.
- Provide clients with continuity of care and, where appropriate, refer clients to other doctors or coordinate clients' care with other health professionals.
- Attend to clients in locations outside the health service when there are major medical reasons preventing the client from attending the service site.
- When appropriate, work with other staff to undertake street-based outreach to promote the service and engage with existing and potential clients.
- Fully comply with the organisation's clinical governance frameworks and any relevant health standards, practice regulations or other legislation, regulations and standards as may be required to fully the role.

Administration

- Undertake a limited range of administrative tasks relating to the role including maintaining up-to-date and accurate client file notes (using Medical Director software), manage outgoing and incoming correspondence, pathology results, and diagnostic information, and authorise bulk-billing documentation.
- Develop appropriate systems for the monitoring of results and ensuring that appropriate follow up occurs.
- Assist with the development and implementation, with the team, a range of public and primary health strategies that will further enhance the programs service provision.
- Assist by providing relevant feedback and input into the organisation's clinical governance framework

Team Development

- Liaise and communicate openly and supportively with other staff, including nurses, counsellors, outreach workers, allied health workers, and reception staff, in the interests of coordinated and holistic health care for clients.
- Assist the Executive Manager Community Services and Clinical Services Coordinator with the training and supervision of Welfare Workers and/or other program workers who will have a limited clinical role.
- Participate in the development and implementation of the service's policies and procedures.
- Actively participate as a member of the Youth Projects team by attending scheduled meetings, working cooperatively with the Corporate Staff, Senior Leadership Team, Chief Executive Officer and Board of Directors.

POSITION DESCRIPTION

General

- Work collaboratively with other members of the Youth Projects team.
- Contribute to achievement of program targets and goals
- Ensure KPI's are met within timeframes and parameters set out by Executive Manager Community Services
- Participate in quality activity programs, attend staff meetings, raise quality improvement opportunities, report incidents, report customer/client feedback
- Taking a leadership role in ensuring client support staff receive in-service education on mental health issues
- Ensure compliance with all legislative and regulatory requirements including the Privacy Act, Equal Employment Opportunity, Sexual Harassment and Occupation Health and Safety.
- Adhere to Youth Project's policy and procedures including conflict management plan and code of conduct as agreed to within conditions of employment.

Other Duties

As requested by Management.

KEY SELECTION CRITERIA

The General Practitioner must have:

- skills and experience to provide whole person, comprehensive, coordinated and continuing medical care, and must maintain professional competence for general practice' (RACGP 2004).
- An understanding of the health issues facing injecting drug users, people who are homeless, and other marginalised communities.
- An understanding and commitment to the philosophy of harm reduction, public health and primary health care.
- Excellent communication and interpersonal skills.
- Demonstrated ability to engage and relate to people from diverse backgrounds and people with difficult behaviours.
- Ability to work independently as well as in a multi-disciplinary team.
- Vocational Registration as a General Practitioner.
- Eligible for a Provider Number within the inner Melbourne area.
- An interest in epidemiological research and/or training, especially in relation to blood borne virus and sexually transmitted infections, will be looked upon favourably.

Other Information

1. Employer contribution to superannuation at the regulated rate
2. Conditions as prescribed in the Medical Practitioners Award 2010
3. All employees must undergo a Police Check prior to employment
4. Assure confidentiality of client records and Youth Projects systems and procedures
5. All Youth Projects positions have a six month minimum employment period and an annual performance review
6. As not for profit organisation, Youth Projects is subject to continuation of its Public Benevolent Institution status by the Australian Tax Office and organisational policies, and are able to offer the successful candidate the opportunity to 'sacrifice' part of the salary for tax-exempt fringe benefits including meals, leasing a private function room, holiday accommodation and hire cars
7. Our organisation is committed to child safety. We have zero tolerance of child abuse. Our human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process.



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Application Details

Applicants are requested to submit a full letter of application, including information which focuses on the selection criteria in addition to current curriculum vitae. Applications can be submitted by email or post.

Contact Details

All enquiries to:

Donna Williamson
Clinical Services Coordinator
9945 2100

Address Details:

Youth Projects
7 Hosier Lane Melbourne 3000

e-mail applications to:

resume@youthprojects.org.au

Privacy Statement

Youth Projects Ltd collects personal information for the purposed of processing and considering your application for employment we will use the information collected from you only for these purposes and will not disclose personal information unless authorised by you or as permitted or required by law.

Approved by

Chief Executive Officer

Date: / /

I, accept the position specified above.

Signed by the employee: _____

Date: / /