

POSITION DESCRIPTION

Chief Executive Officer

Award: GSERP Small to Medium Rural Cluster 2

Contract: 3 years or as negotiated



POSITION STATEMENT

- To lead the organisation according to the long term vision, mission values and objectives defined by the Board of Directors and Health Minister.
- Manage and direct the organisation to providing quality, cost effective, patient centred and community responsive health care, through the effective use of State and Federal funding, fee for service income and human resources.

KEY ACCOUNTABILITIES	KEY ACTIVITIES
<ul style="list-style-type: none"> • Direct the policy and operation of Corryong Health consistent with the overall objectives of the Board, policy directions of the State and Commonwealth Governments, and the needs of the communities. 	<ul style="list-style-type: none"> • Ensure that the Board is kept fully informed of all important factors influencing Corryong Health • Supply to the Board appropriate advice and information necessary to fulfil its governance role • Develop and recommend to the Board, strategic and business plans consistent with the overall objectives of the Corryong Health Board, policy directions of the State and Commonwealth Governments, and the needs of the communities. • Ensure that specific policies, procedures and programs are developed, implemented and effectively administered, and that the desired outcomes are achieved. • Implement all decisions made by the Board • Maintain positive working relationships with Board members.
<ul style="list-style-type: none"> • Oversee the preparation of consolidated budgets, required reports and forecasts in line with community needs; recommending their adoption to the board and governing bodies 	<ul style="list-style-type: none"> • Ensure that expansion and contraction of service profiles is in line with, identified community needs, budget considerations, board direction and Department of Health and Human Services policy. • Ensure service planning and development is undertaken annually and for every three year budget period according to multi-purpose service principles and philosophies, as determined by the State/Commonwealth Multi Purpose Service Agreement. • Remain continually aware of community needs, ensuring a formal “Community Needs Survey” is conducted every three years.

CEO Name
Signature

Date

Board Chair
Signature

Date

POSITION DESCRIPTION

Chief Executive Officer

Award: GSERP Small to Medium Rural Cluster 2

Contract: 3 years or as negotiated



KEY ACCOUNTABILITIES	KEY ACTIVITIES
<ul style="list-style-type: none"> Act as an ambassador for multi-purpose service development in Victoria. 	<ul style="list-style-type: none"> Be a member of the Victorian Multi Purpose Service Steering Committee to ensure that the objectives, as documented in the State/Commonwealth Agreement, are met. Represent Corryong Health in a National context as it relates to multi-purpose services. Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning. Facilitate and develop a proactive and engaged Consumer Health Advisor Group(s) to ensure relevant, broad and current community feedback on service delivery and community health needs.
<ul style="list-style-type: none"> Provide inspirational leadership that results in corporate culture in line with Corryong Health Vision, Mission and Values 	<ul style="list-style-type: none"> Model leadership through the consistent communication of the Corryong Health Vision, Mission and living the organisation values daily. Facilitate the recruitment and development of leaders and staff committed to achieving the Corryong Health vision, mission through the daily demonstration of organisations values. Ensure all employees have a current and up to date position description with clear accountabilities and activities consistent to with vision, mission and organisations values. Ensure all employees (including self) participate in an Annual Performance Review, complete individual aims and achievements plan in line with vision, mission and organisations values. Develop and ensure all employees undertake an Corryong Health orientation induction program supportive of vision, mission and organisations values. Ensure all employees (including self) complete training and development requirements relevant to their position.

CEO Name
Signature

Date

Board Chair
Signature

Date

POSITION DESCRIPTION

Chief Executive Officer

Award: GSERP Small to Medium Rural Cluster 2

Contract: 3 years or as negotiated



KEY ACCOUNTABILITIES	KEY ACTIVITIES
<ul style="list-style-type: none"> Oversee the development and implementation of all organisational activities to protect the health and safety of clients, staff and volunteers. 	<ul style="list-style-type: none"> Ensure all Multi Purpose Service activities are in accordance with the <ul style="list-style-type: none"> National Safety and Quality Healthcare Standard (2nd edition) (organisation wide) Community Common Care Standards (Home and Community Care) Department of Human Services Standards (Disability and Homelessness Support) Royal Australian College of General Practitioners Standards (Medical Clinic); Diagnostic Imaging Standards (Radiology). Aged Care Quality Standards (New 2019) Lead Corryong Health Quality Program and accreditation processes against the above standards. Lead and develop a safety culture of commitment, ensuring staff can appropriately identifying risks in line with Corryong Health Risk Management Policy and committed to reporting all incidents, in an environment/spirit of continuous improvement. Lead all employees to conform to Occupational Health and Safety Legislation, and relevant supporting Corryong Health policies and procedures. Lead all employees in the understanding, use and adherence to infection control guidelines Lead all employees of Corryong Health in recognising client rights and the fulfillment of the Charter of Human Rights.

CEO Name
Signature

Date

Board Chair
Signature

Date

POSITION DESCRIPTION

Chief Executive Officer

Award: GSERP Small to Medium Rural Cluster 2

Contract: 3 years or as negotiated



LOCATIONS	SERVICES
<ul style="list-style-type: none"> ● Corryong Health Campus ● Corryong Retirement Village ● Corryong Gym 	<ul style="list-style-type: none"> ● Acute and residential aged care ● Medical Clinic ● Allied Health ● CHPS & NDIS Home Care ● Retirement Village ● Gym
DIRECT REPORTS	KEY STAKEHOLDERS
<ul style="list-style-type: none"> ● Director of Clinical Services ● Director of Corporate Services ● Chief Financial Officer ● Quality Safety and Risk Manager ● Director of Medical Services and General Practitioners 	<ul style="list-style-type: none"> ● State and Federal Governments ● Department of Health and Human Services ● Community Agencies and representatives ● Towong Shire ● Towong Health Alliance ● Upper Hume Primary Care Partnership ● Murray Primary Health Network ● NE SRHS Clinical Governance Group ● Hume Region and other SRHS & MPS Chief Executives ● Victorian Healthcare Association ● Victorian Hospitals Industrial Association ● Australian Council of Health Standards

CEO Name
Signature

Date

Board Chair
Signature

Date