

Community Participation Position Description



Community Participation Position Title	Community Participation Committee member
Duration	Feb 2020- Dec 2021 (with the chance to reapply if interested)
Position reports to	Chair of group; Community Engagement Officer
Ordinary location(s)	Meetings usually held via Teams online or at Star Health South Melbourne site
Contact	Fiona Noble Email: fnoble@Starhealth.org.au

Purpose of Position

The Community Participation Committee (CPC) brings together consumers, community members and staff from across program areas to provide advice and advocacy to Star Health and champion Community Participation within the organisation.

Star Health is committed to making sure that the voices of our community are heard and included in the planning and development of our programs and services. Having the CPC is one way in which we make sure our community is heard (this includes clients, carers and interested community members).

The committee will work together as a team to influence Star Health's work and consumers will be advocates in the co-design of our programs.

Key Responsibilities

- Attend and participate at committee meetings
- Read the agenda and any meeting papers sent out prior to meeting
- Work in partnership with staff and other community members
- Follow Star Health's Code of Conduct/Confidentiality agreement which talks about mutual respect and declaring any conflicts of interest

Experience

- Knowledge and understanding of Star Health programs and services
- Experience on committees or with community groups
- Strong community links and networks

Key selection criteria – Essential

- Have accessed Star Health's services in the past or currently, or have a strong understanding of the work of the organisation
- Desire to assist Star Health in the development and implementation of community participation work
- Able to work constructively with fellow committee members
- Commitment to the philosophy and principles of community participation
- An interest in health and wellbeing issues from a client perspective
- Well-developed interpersonal and communication skills
- Availability to commit sufficient time to the committee (approximately two hours every month and additional preparation/reading time)
- Ability to use computer and email programs to receive agenda, minutes and other related information

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About Star Health

Star Health

Star Health provides a wide range of healthcare and welfare services in Victoria. We have six main and five smaller locations. We employ over 300 staff who work in multi-disciplinary teams to deliver services.

Our services cater for all ages and include specialist childhood, youth and aged care services. Our guiding vision is **health and wellbeing for all**. We aim to achieve this by:

- working with people and communities to achieve their health goals,
- understanding the context in which people live their lives,
- providing friendly, affordable, and accessible services.

Protecting babies, children and young people from child abuse and neglect is integral to the work at STAR

Protecting Children Policy Information

- Star Health has zero tolerance of child abuse. Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services to this group and their families and is a core responsibility for all Star Health staff.

Organisational Responsibilities

Personal qualities

- **Resilience** – Can persist when doing any task and can cope with setbacks and problems.
- **Initiative & Accountability** – Understands the requirements of the committee process but can also make decisions and do things without being told
- **Empathy and Cultural Awareness** – Can appreciate different values, cultures and lifestyles and seeks to understand, respect and consider different view points in decision making
- **Continuous Quality Improvement** – Always try to identify ways Star Health can be better at everything it does.

Important information

- Star Health's Community Participation Reimbursement Procedure aims to support and recognize the specialized and expert contributions that clients, carers and the wider community make to Star Health. It ensures that participation is reimbursed in a fair and consistent manner and that we value participants' knowledge, input and experience. In line with this policy committee members are provided with an honorarium, a monetary reimbursement for meetings attended. Under the current policy this honorarium is \$25 hour.
- Star Health is committed to providing and maintaining a working environment which is safe and without risk to the health of its workforce. The organisation is a smoke-free workplace.
- Successful applicants are contingent upon:
 - A successful reference check;
 - Criminal Record check; (People with a criminal record will not be excluded from this role and will be considered on a case by case basis)
 - Holding and maintaining a valid 'Working with Children Check'
 - Willing to work under the Star Health Code of Conduct and confidentiality
- Star Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.

AUTHORISATION

Person who completed and authorises this Position Description	Position Title:	Community Engagement Officer
	Program / Division:	AOD/ Health Promotion

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