



## POSITION DESCRIPTION

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

## POSITION CONTEXT

Youth Projects Inc is a voluntary, community agency managed by an independent expert board that was established in 1984 to provide a range of support services for young people and families of the northwest suburbs and the central business district (CBD) of Melbourne. The agency's head office is located in Glenroy with a further site operating in Melbourne's CBD.

The Human Services and Health division of Youth Projects has two branches, City and North West. The City includes Living Room Primary and Allied Health Services, Health and Well Being Programs, Foot Patrol Needle and Syringe Program and the Inner West Drug Forums. The North-West includes Youth Northern Outreach Team (YNOT), Inner West Outreach Service, and North West Outreach Service.

A second group of programs within Youth Projects form the division called Employment and Support Services. These programs include Personal Support Program (PSP), Jobs Placement Education & Training (JPET), and Work for the Dole (W4D), and Apprenticeships Melbourne.

The position forms part of a multi-disciplinary team operating from Hosier Lane, Melbourne and 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.

## KEY RESPONSIBILITIES AND DUTIES

Health | Outreach | Community | Employment | Education | Training

Last updated: 6/06/2011

Promoting Inclusion. Building Resilience. Creating Opportunities

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### 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 Health and Human Services Unit Manager with the training and supervision of Community Development Workers who will have a limited clinical role.
- Participate in the development and implementation of the service's policies and procedures.
- Participate in staff meetings, service planning days, and in-service workshops.

### Other Duties

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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

- A probationary period of 3 months applies to all new employees
- An annual Police Records Check is required
- A Current Victorian Drivers Licence (not essential but preferred)
- Salary packaging is available

### 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:

Ilana Jaffe  
Health and Human Services Unit Manager  
9945 2100

Address Details:

Youth Projects Inc  
7 Hosier Lane Melbourne 3000 or e-mail applications to:

[resume@youthprojects.org.au](mailto:resume@youthprojects.org.au)