



<b>Position Title</b>	<b>Project Manager – Care and Referral Pathways</b>
<b>Accountable To</b>	<b>Executive Officer</b>
<b>Hours</b>	<b>This position is 0.8FTE (4 days per week)</b>
<b>Term of Contract</b>	<b>Fixed Term – 12 month contract</b>
<b>Classification</b>	<b>SCHCADS Level 6 \$52.00 per hour / \$102,752.00 p.a. (pro rata).</b>
<b>Superannuation</b>	<b>As per the Superannuation Guarantee Act</b>
<b>Location</b>	<b>This position has flexibility with options to be based in Melbourne at the Transcend Australia office co-located at Royal Children’s Hospital and/or work from home.</b>
<b>Salary Packaging</b>	<b>Employees will have the ability to salary package.</b>
<b>Checks</b>	<b>Employment is contingent on a satisfactory Working with Children Check and a Police check.</b>

## About Transcend

*Transcend Australia is based on the lands of the Kulin nations, always and forever the home of the Wurundjeri, Boonwurrung, Wathaurong, Taungurong and Djadjawurung peoples. We acknowledge that our work takes place on stolen lands and that sovereignty was never ceded. We pay our respects to Kulin Nation elders, past and present and wish to extend this respect to any and all Aboriginal and Torres Strait Islander People.*

Transcend Australia Ltd (Transcend) is a not-for-profit charity whose purpose is to improve and celebrate the lives of TGDNB young people and their families by providing opportunities for peer support, the provision of information and resources, and advocating for change to services and systems.

One of the primary aims of Transcend is to support families, parents, and carers to navigate the mental health and health system for transgender, gender diverse and non-binary (TGDNB) children, young people and their families. In addition, we offer support to families in securing fair, respectful and inclusive outcomes for their children across of range of social and institutional settings that intersect with their lives.



## About the Project

The **Care and Referral Pathways project** is a Victorian Government funded activity with the aim to maximise the impact of the '*Supporting mental health for trans and gender diverse young people*' initiative. Transcend Australia in partnership with the Royal Children's Hospital Gender Service, Orygen, Monash Health Gender Clinic and Transgender Victoria are working to improve gender affirming health care for TGDNB young people and their families.

The purpose of the '*Supporting mental health for trans and gender diverse young people*' initiative is to improve access to mental health, primary medical care and peer support for trans and gender diverse young people and their families with the:

- expansion of state-wide specialist services through Royal Children's Hospital Gender Service and Monash Health Gender Clinic
- expansion of peer and family support and integration of this support throughout clinical services through Transgender Victoria, Transcend Australia and Monash Health Gender Clinic
- establishment of mental health and primary care services through Orygen
- ***care and referral pathways project*** to improve access to care, service coordination and experience of care across primary, community and hospital services.

The ***care and referral pathways project*** will ensure the impact of the *Supporting mental health for trans and gender diverse young people* initiative is maximised by:

- improving the use of tailored care and referral pathways for trans and gender diverse young people accessing services across the continuum of care
- improving the experience of care for trans and gender diverse young people as they journey through the health system.

Example outputs of this project are:

- Standardised GP referral tools
- Clinical management and referral resources for health professionals
- Online resources for TGDNB Victorians
- Standardised intake, referral and shared care processes and systems

## About the role of Project Manager – Care and Referral Pathways

Reporting to the Executive Officer of Transcend Australia, the Project Manager - Care and Referral Pathways will have a pivotal role delivering on a short term, high impact project that will improve health service access for young trans, gender diverse and non-binary Victorians.

The successful applicant will take the lead on managing the project to ensure successful completion of outputs and deliverables in a timely and effective manner.

This role will work closely with our clinical partners, including the Royal Children's Hospital Gender Service, Orygen and the Monash Health Gender Clinic. This role will also collaborate closely with our community partners, including Transgender Victoria and other community based gender services with the aim to support the improvement of care and referral pathways for TGDNB young people.

## **The successful candidate**

You have demonstrated experience in managing complex projects with multiple partners and stakeholders.

You will have a background, ideally from the health sector, that demonstrates your strong understanding of mental health and primary care health services, how they integrate and how cross agency referrals are managed. You will ideally have experience working with agencies and bodies that aims to build the capacity of the health workforce such as PHN's and the RACGP.

You will have some understanding of the healthcare needs of TGDNB young people.

You are experienced with project design, project governance, budget management, stakeholder management, evaluation frameworks and reporting. You will be driven to bring your skills and experience together to coordinate the development of a range of tools and resources to support the improvement of care and referral pathways for TGDNB young people.

## **About you**

- Tertiary qualification, industry certification, or equivalent experience in Project Management, Healthcare, Community Development or similar field is highly desired.
- Strong project management and organisational skills
- Strong stakeholder management and community engagement skills
- Demonstrated experience working with marginalised communities in the community sector
- Highly developed verbal and written communication skills
- Demonstrated awareness of the role of families in helping TGDNB children and young people live affirming and productive lives.
- Experience in managing projects with evaluation frameworks.

## **Purpose of the role**

To manage and successfully deliver on the outputs and outcomes related to the Care and Referral Pathways project in collaboration with project partners and the Victorian TGDNB communities.

## **Key duties and responsibilities:**

- Maintaining and fostering effective relationships with project partners, TGDNB community stakeholders and other relevant agencies to ensure successful delivery of the initiative.
- Development and implementation of the project plan, including program expenditure, risk management plan and timely completion of milestones.
- Manage and oversee the development of a suite of tools and capacity building initiatives to increase GP and health professional understanding of appropriate referral pathways for TGDNB young people.
- Manage and oversee the development of a suite information resources for Victorian TGDNB young people to improve their experiences of accessing health care services.
- Participate in and facilitate relevant project meetings and provide administrative support for the project partners.
- Engaging with TGDNB community and community partners to co-design, deliver and review outputs of the initiative.
- Undertaking project reporting requirements in line with the funding agreement and attend meetings with the Victorian Department of Health.
- Coordinate an effective evaluation framework and oversee effective implementation of the evaluation. This includes overseeing and supporting the data collection activities.

## KEY SELECTION CRITERIA

<b>ESSENTIAL</b>	<ul style="list-style-type: none"><li>• Tertiary qualification, industry certification, or equivalent experience in Project Management, Healthcare, Social Work, Community Development or similar field.</li><li>• Demonstrated experience working in a capacity building role with healthcare providers.</li><li>• Demonstrated experience working to improve health systems and referral pathways in either mental health, primary care or another health related field.</li><li>• Demonstrated of managing complex projects in a consortia arrangement or with multiple partners.</li><li>• High level verbal and written communication skills.</li><li>• An understanding of the needs and priorities of TGDNB young people and their families.</li><li>• Demonstrated experience in working in outcome focussed projects with evaluation frameworks.</li></ul>
<b>DESIRABLE</b>	<ul style="list-style-type: none"><li>• Lived experience as a TGDNB person or as a parent/carer of a TGDNB young person or child is highly desired.</li><li>• Previous experience working with TGDNB communities and/or families of TGDNB people.</li></ul>

### How to Apply:

Please ensure you read the full Position Description for the role of Project Manager.

Applicants will need to submit their resume and a response to the key selection criteria.

For more information, please contact the Executive Officer, Jeremy Wiggins on 0484 299 885.

Applications close: 9am, Monday 1<sup>st</sup> August 2022

*Transcend Australia is an Equal Opportunity Employer and encourages trans, gender diverse and non-binary communities and their parents/carers to apply. We especially welcome applications from people who are Aboriginal and/or Torres Strait Islander; sexually diverse; intersex; disabled; carers; living with HIV; culturally and linguistically diverse (CALD); People of Colour and People of Faith*