

## Ovarian Cancer Allied Health Assistant

- *Improve the psychosocial wellbeing of people with ovarian cancer*
- *Excellent Melbourne-city location*

### Position Description

#### POSITION PURPOSE

This Ovarian Allied Health Assistant will be responsible for support of people during their ovarian cancer experience from diagnosis to end of life and needing support with significant practical issues.

<b>Location:</b>	Queen Victoria Women's Centre, Lonsdale Street, Melbourne
<b>Reports to:</b>	Director of Operations, Support Services
<b>Direct Reports:</b>	Nil
<b>Position Type:</b>	Part-time 0.4EFT (15.2 hours per week)
<b>Fixed Term Contract:</b>	12 months

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#### BACKGROUND

Ovarian Cancer Australia (OCA) is the leading national body for ovarian cancer in Australia. Founded in 2001 by a group of people personally affected by ovarian cancer, our vision *is to save lives and ensure that no person with ovarian cancer walks alone.*

We work to ensure that:

- People with ovarian cancer have a strong voice
- All people with ovarian cancer have access to best practice diagnosis, treatment, information and support
- A vibrant and growing national ovarian cancer research effort in Australia informs practice and translates into improved quality of life and survival.

**Our values:** We listen: We are inclusive: We are courageous: We act with integrity

For more information please visit [www.ovariancancer.net.au](http://www.ovariancancer.net.au).

#### WHAT DOES THE POSITION INVOLVE?

Each year in Australia, approximately 1700 people are diagnosed with ovarian cancer, and more than 1,000 die from the disease. Ovarian cancer has an extremely poor prognosis and has the lowest survival rate of any female cancer. In Australia, the overall five-year survival rate for people diagnosed with ovarian cancer is 48%. People have poor quality of life and outcomes, and Ovarian cancer has a range of programs supporting them and their loved ones. The main programs are via the helpline, the Teal Support Program, psychosocial services, support groups and information resources.

This role will form part of the OCA psychosocial services providing practical support to people impacted by ovarian cancer across Australia primarily using telehealth. Practical support will include assistance with financial, employment, housing and childcare.

## KEY RESPONSIBILITIES

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### Support People Impacted by Ovarian Cancer:

- Provide practical support to people with ovarian cancer and their families who reach out to OCA
- Discover and establish referral links to practical support services
- Effectively and routinely communicates with people and their families to provide them with a better understanding of their health and to facilitate successful health outcomes.
- Communicates and collaborates with primary care and specialty providers in support of optimal health outcomes.
- Provides education and self-management support as it relates to managing the person and their illness.
- Facilitates successful collaboration resulting in high consumer satisfaction levels.
- Maintains confidentiality of information in accordance with organisational policies.
- Monitor the persons progress
- Work close with the support services team to achieve the best outcomes for women and their families
- Some understanding of social work and nursing roles so that assistance and tasks can be identified.

### Deliver and monitor new support programs including:

- Coordinate the development, piloting and evaluation of new programs to address identified needs or services gaps;
- Identify strategies and approaches to build and sustain successful pilot projects.
- Implement and monitor the integration of newly established programs into the suite of OCA's support activities.
- Identify and develop partnerships and funding opportunities that will enable the development of innovative programs or their ongoing sustainability once successfully piloted.

### Stakeholder management:

- Manage both internal and external relationships. Key external relationships are with the local treating teams
- Represent Ovarian Cancer Australia in a professional capacity at relevant meetings, committees and conferences.

### Reporting, evaluation and accountability:

- Maintain the Customer Relationship Management (CRM) Database to record all case management related activities, in accordance with privacy guidelines.
- Regularly review program data, compile reports, identify areas for quality and service improvement and initiate appropriate quality improvement activities.
- Contribute to evaluation data collection as relevant to areas of responsibility and collate information into routine and ad hoc reports for Senior Leadership Team, Board, and funding bodies.
- Maintain current knowledge of advances in ovarian cancer, supportive and palliative care and methods of program delivery.

## General:

- Work in collaboration with the organisation's teams to support projects, campaigns and other Ovarian Cancer Australia activities.
- Work collaboratively with other Ovarian Cancer Australia staff to optimise the promotion of the Teal Support program.
- Contribute to the development of Ovarian Cancer Australia and Support Program strategy and planning.
- Contribute to the culture of decision-making including initiative, cooperation, collaboration and shared accountability.
- Other duties as directed.

## EXPERIENCE, SKILLS AND QUALIFICATIONS

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- Appropriate Allied Health qualifications.
- Registered member of Australia Health Practitioner Regulation Agency (AHPRA) or other appropriate professional body.
- At least three years' experience in working with people with cancer (experience working with people with ovarian cancer is desirable).

## KEY SELECTION REQUIREMENTS

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1. At least one years' experience working providing practical support to people with cancer or other chronic or life-threatening illnesses.
2. Excellent knowledge of the psychosocial impacts of cancer and wide knowledge of other practical/psychological/social support services relevant to people with cancer.
3. Experience in guiding people with cancer in navigating accessing government benefits and other practical supports.
4. Excellent communication skills working within the health care team.
5. Experience in community engagement with consumers and professional stakeholders.
6. High level IT and computer literacy across MS office suite.
7. Demonstrated capacity to work proactively and strategically.
8. Strong alignment with Ovarian Cancer Australia's values.

## APPLICATION INSTRUCTIONS

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### Applications must include:

1. A covering letter addressing the above key selection requirements.
2. A current curriculum vitae or resume.

### Please email applications to:

Cyril Dixon  
Director of Operations, Support Services

Email: [careers@ovariancancer.net.au](mailto:careers@ovariancancer.net.au)

**Closing date for applications is Thursday 16<sup>th</sup> December, 2021**

Don't delay - apply today!

We will be shortlisting and interviewing as we receive applications and may appoint the right candidate ahead of the closing date. Only shortlisted candidates will be contacted.