



National Program Coordinator (Part time 0.4 FTE – 16 hrs per week)

About Heart Support Australia

Heart Support Australia is the peak national body supporting Australians affected by heart disease through peer support. We are a national consumer organisation providing support, encouragement, and education to heart disease patients and their families.

Established in 1989, our mission is to facilitate the transition from hospital to home and provide ongoing support for heart disease patients in Australia. Our goal is to stop cardiac events and improve the lives of those living with heart disease in Australia.

Our peer support programs have helped thousands of Australians achieve improved physical and psychosocial health outcomes over the years. Our groups provide a safe space to receive education, discuss concerns, and increase social connectedness leading to improved physical and psychosocial health. Our Hospital Patient Visitor program provides individual support to patients in need within hospital after a newly diagnosed heart condition or surgery.

About the role

We are currently seeking an enthusiastic, self-motivated, friendly and organised Nurse or Allied Health professional who can work well independently, as a part of a small team and who has clinical experience and a passion for supporting people living with heart disease.

This is an opportunity to work with a leading national organisation who coordinates and manages volunteers across the country providing peer support to patients living with heart disease.

Our National Program Coordinator is a new role that has been created to support the exponential growth of Heart Support Australia's peer support programs nationally. This role will work under the direction of the CEO to coordinate the national program by ensuring all volunteers are appropriately trained, prepared and supported for their monthly groups or hospital visits.

The successful candidate should be a Nurse or Allied Health professional (Exercise Physiologist or Physiotherapist etc) who has experience within the heart disease settings, and is comfortable in developing program education materials and resources for both health professionals and our consumers (patients).



Further to this, the candidate should have experience in conducting education sessions both face-to-face and online for health professionals and consumers in relation to heart disease.

This role will also require some research support in relation to any research projects that involve Heart Support Australia and its consumer base.

Heart Support Australia is initially seeking a part-time role to work either in our National Office in Canberra or remotely at home. This will commence as an initial 0.4 FTE position (2-days per week), which can be spread across multiple days, with the opportunity to increase hours as the program continues to grow and requires greater support.

Benefits:

- Work with Australia's leading peak consumer body supporting patients living with cardiovascular disease.
- Opportunity to work with leaders in the field of cardiovascular disease in Australia and overseas in leading research.
- Flexible work arrangements to suit your work-life balance. Opportunity to work remotely from home, in our Head Office in Canberra (locals only).
- Generous salary sacrifice packaging is also available of up to \$15,900 each Fringe Benefits Tax (FBT) year (1 April - 31 March). Heart Support Australia is registered with the Australian Charities and Not-for-profits Commission (ACNC).
- Successful applicants have the opportunity to negotiate part-time hours and/or rostered days/hours.
- We are supportive of staff taking their annual leave when they desire.
- No on-call, public holiday or weekend work requirement.
- New or recent graduates are encouraged to apply.



Selection Criteria

- Qualified Nurse (RN or EN), Exercise Physiologist or Physiotherapist. AHPRA or ESSA registration ideal but not essential.
- Minimum 3-years experience working with patients within a cardiac rehabilitation or cardiovascular disease research setting.
- High level of knowledge in cardiovascular disease conditions, treatments and interventions, with the ability to keep up to date with the latest evidence-based research in cardiology.
- Excellent communication and interpersonal skills
- Exceptional time management and organisational skills
- Confident with Microsoft Office and Zoom technologies.
- Ability to manage multiple tasks at once and work with both health professionals and consumers on a day-to-day basis
- Current Police check

Remuneration

Negotiable on experience.

Applications & Further Information

If you wish to apply for the role please send through a resume and no more than a 2-page cover letter addressing your suitability to the role to the CEO Dr Christian Verdicchio.

Applications close Friday 27th October 2023.

For further enquiries please contact Heart Support Australia's CEO via email at christian.verdicchio@heartnet.org.au or on 0413 394 335.