



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

HSS REGISTERED

Position number	00011194
Position title	Senior Project Officer (50d)
Classification	Level
Employment Instrument	Public Service and Government Officers General Agreement
Registration date	June 2016
Key objectives of the Commission	The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state.

Reporting Relationships

Reports to:

Senior Project Officer

Level 6

00011201

Positions under direct supervision:

Nil

We Value:

People

Treat people with respect, courtesy and in a culturally appropriate manner, to improve the health and wellbeing of the community.

Teamwork

Work together in a supportive, open, and constructive way, and respect diversity.

Being inclusive and accessible

Actively seek to engage and collaborate with others.

Accountability, integrity and transparency

Act ethically and professionally, be responsible, open and robust in our decision making and actions.

Being innovative and dynamic

Be flexible and responsive in the development of evidence-informed solutions

Primary Objectives of role:

Plans, co-ordinates, deliver and evaluate the Quitline Aboriginal Liaison project. Contributes to raising awareness and provides support to the Quitline provider in culturally secure ways of working with Western Australian Aboriginal people. Promotes the Quitline services to Aboriginal health care professionals and agencies and other health care professionals and agencies with predominantly Aboriginal clientele. Trains Aboriginal health care workers and other health care workers in Quitline referrals for Aboriginal people. Maintains databases of key stakeholders, training and promotional activities.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health outcomes.

General Responsibilities

1. Liaison and Promotion

- 1.1. Plans, co-ordinates, delivers and evaluates the Quitline Aboriginal Liaison project
- 1.2. Assists in identifying areas within the Perth Metropolitan area and other locations in WA with higher Aboriginal populations; and the main issues in relation to the use of the Quitline for Aboriginal people and Aboriginal Controlled Health Organisations staff.
- 1.3. Develops and sustains relevant relationships and partnerships with Aboriginal Controlled Health Services and other key stakeholder agencies to promote and enhance Quitline services to Aboriginal people.
- 1.4. Promotes the Quitline services to Aboriginal health care professionals and agencies and other health care professionals and agencies with predominantly Aboriginal clientele
- 1.5. Identifies other opportunities to promote Quitline to Aboriginal people.
- 1.6. Assists in the development of culturally secure promotional materials.

2. Training and Resourcing

- 2.1. Supports the training of workforce in culturally secure ways of working with Aboriginal people
- 2.2. Trains Aboriginal health care workers and other health care workers in Quitline referrals for Aboriginal people.
- 2.3. Provides appropriate, transferrable and sustainable knowledge to health care workers about Quitline services and referral options.
- 2.4. Scopes culturally secure resources regarding tobacco cessation for Aboriginal people.

3. Administration

- 3.1. Develops and maintains relevant databases of key stakeholders, training and promotion activities.
- 3.2. Writes quarterly and annual reports for funding bodies.
- 3.3. Other duties as directed.
- 3.4. Participate as required in the Mental Health Commission's professional and performance development systems

3.5. Participates in continuous quality improvement as requested

Selection Criteria

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

Essential Selection Criteria:

1. Aboriginality is a genuine occupational qualification for this position (Section 50(d) Equal Employment Opportunity Act 1984).
2. Demonstrated ability to develop and deliver health promotion activities and training to Aboriginal health care agencies
3. Demonstrated ability to develop and sustain relationships and partnerships with Aboriginal health care agencies
4. Well developed, culturally competent, verbal and interpersonal communication skills
5. Demonstrated good work organisational and project management skills
6. Computing skills, including word processing, spreadsheets, databases and PowerPoint
7. Demonstrated ability to write high level reports for funding bodies
8. Demonstrated understanding and commitment to continuous quality improvement
9. Possession of a current C Class drivers licence

Desirable Selection Criteria:

1. Knowledge of the Tobacco, Alcohol and other drug and Health sectors
2. Demonstrated understanding of the issues of tobacco cessation among Aboriginal people and ability to provide cessation support to Quitline callers
3. Current knowledge of legislative obligations of Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery

Appointment Factors

This position is subject to a:

- Successful criminal record screening.

Ethical Decision Making and Practice

Acts ethically in accordance with the WA Public Sector Code of Ethics and MHC's Code of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

Workplace Safety

Acts safely in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.