



HSS Registered

Working With Children Check Required

**Director Community**  
**Health Salaried Officers Agreement; Level G11**  
**Position Number: 00008576**  
**Executive Services**  
**Child and Adolescent Mental Health Services**

**Reporting Relationships**

Chief Executive



Executive Director / Director Clinical Services  
 HSO Class 1 / SMP Year 1 - 9  
 00008073 / 00008181



**This Position**



Reporting to this position:

Title	Classification	FTE
• Service Managers	HSOA; Level G9	11.0
• Executive Assistant	HSOA; Level G3	1.0
• Administrative Coordinator	HSOA; Level G4	1.0
• Professional Coordinator	NMA; Level 4	1.0
Nursing		
• Professional Coordinator	HSOA; Level P3	1.0
Social Work		
• Professional Coordinator	HSOA; Level P5	1.0
Clinical Psychology		
• Policy and Project Officer	HSOA; Level G8	1.0

Other positions under control:

- All clinical and corporate staff within Community CAMHS Directorate 170.0 FTE

Also reporting to this supervisor:

- Director Specialised CAMHS; HSO G11
- Director Acute CAMHS; SRN Level 9
- Heads of Department Community/ Specialised/ Acute CAMHS; SMP Year 1-9

**Key Responsibilities**

In collaboration with Head of Department of Community CAMHS provides effective leadership, coordination, integration and direction for the management of human, financial and material resources within Community directorate to achieve CAMHS and CAHS objectives. As a member of the CAMHS Executive Team, contributes to the development of strategic and operational objectives and development of Quality Action Plans.

## Brief Summary of Duties (in order of importance)

### 1. Leadership/ Management

- In collaboration with Head of Department of Community CAMHS provides effective leadership, coordination, integration and direction for the management of human, financial and material resources to achieve CAMHS and CAHS objectives.
- Promotes and facilitates the provision of a cost effective and efficient clinical health service provided by the Directorate to meet the level and quality of service as agreed with the Executive Director and Director Clinical Services CAMHS and Chief Executive CAHS.
- As a member of the CAMHS Executive Team, contributes to the development of strategic and operational objectives and development of Quality Action Plans.
- Provides professional and strategic advice to the Executive Director CAMHS and key stakeholders on matters relating to the provision of CAMHS Community Services.
- Oversees and directs the preparation of reports required from the Directorate such as annual reporting, budget estimates, submissions and responses to ministerials.
- Develops and maintains effective relationships with the Department of Health and other key stakeholders to facilitate liaison, consultation and negotiation to achieve Community CAMHS agreed objectives.
- Chairs and participates in relevant committees.
- Ensures compliance with the Mental Health Act (2015) and other relevant legislation.
- Develops, implements and evaluates quality improvement programs which support best practice.
- Coordinates the recruitment and facilitates the professional development of staff under direct supervision and promotes the ongoing development of all staff within the Directorate.

### 2. Clinical

- In collaboration with the Head of Department, leads, plans and directs the provision of specialist clinical services for the Community Directorate including evaluation of new techniques, products and modalities.
- Promotes enhanced multi-disciplinary teamwork to provide safe, high quality clinical services and support to staff.

### 3. CAHS Duties

- Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental/ Program Specific Policies and Procedures.
- Performs duties in line with the National Safety and Quality Health Services Standards and within best practice.
- Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated ability to provide strategic leadership and effective management in a complex, multi-disciplinary and social policy working environment and influence and advance the achievement of required outcomes in areas of responsibility.
2. Significant clinical experience and competency, and demonstrated ability working at a senior management level, within a recognised mental health setting.
3. Proven skills in policy development, implementation and evaluation.
4. Demonstrated expert professional knowledge of methods, principles and practice and skills across client groups and work areas in own specific discipline.
5. Highly developed interpersonal, negotiation and communication skills.
6. Demonstrated commitment to continuing professional development and research.
7. Demonstrated ability in the management of human, financial and material resources.
8. Knowledge of the Mental Health Act 2014 and other related legislation.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Possession or progress towards relevant postgraduate clinical and/or management qualification.
2. Demonstrated experience in community development models of child service.
3. Demonstrated knowledge of contemporary issues and reform agendas facing CAMHS based on population needs research and National and State policies and frameworks.

### Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Manager / Supervisor Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>
<b>Directorate/ Dept. Head</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Occupant Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>				

**HSS Registration Details** (to be completed by HSS)

<b>Created on</b>	Insert date	<b>Last Updated on</b>	HE68896 09/08/2016
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