

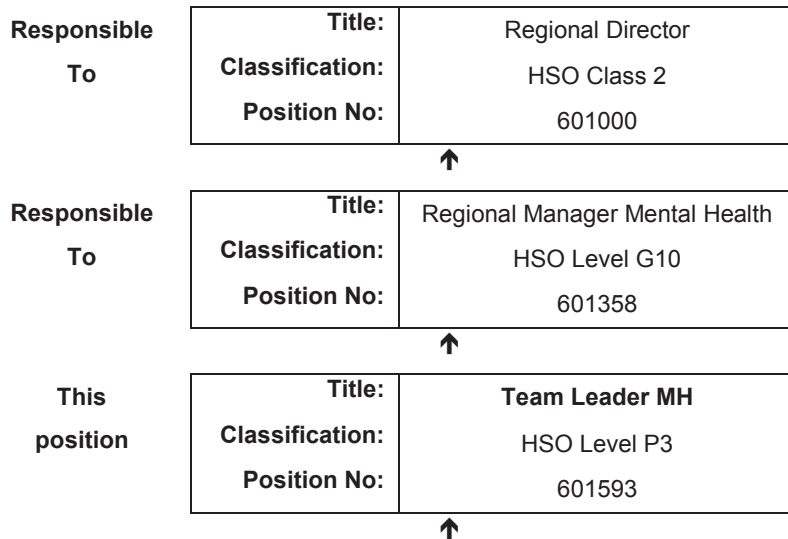


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601593
Division:	Mental Health Service	Title:	Team Leader MH
Branch:	Kalgoorlie	Classification:	HSO Level P3
Section:	Community Mental Health Team	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
601582 - Clinical Psychologist
601754 – Team Leader (Esperance)
601873 – Senior Health Professional MH
613490 – Business Support Officer MH
613543 – Clinical Nurse Specialist Triage
614716 – Team Leader MH Child & Adolescent

Positions under direct supervision:	Other positions under control:																		
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr><td>601197</td><td>Clerk Mental Health</td></tr> <tr><td>601460</td><td>Senior Health Professional MH</td></tr> <tr><td>601459</td><td>Clerk Community Mental Health</td></tr> <tr><td>601512</td><td>Health Professional MH</td></tr> <tr><td>601575</td><td>Consultant Psychiatrist</td></tr> <tr><td>614204</td><td>Clinical Nurse Specialist Liaison</td></tr> <tr><td>614173</td><td>Aboriginal Mental Health Coordinator</td></tr> </tbody> </table>	Position No.	Title	601197	Clerk Mental Health	601460	Senior Health Professional MH	601459	Clerk Community Mental Health	601512	Health Professional MH	601575	Consultant Psychiatrist	614204	Clinical Nurse Specialist Liaison	614173	Aboriginal Mental Health Coordinator	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
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Section 3 – KEY RESPONSIBILITIES

Provides multi-disciplinary team leadership, operational line management and clinical service implementation, control and monitoring of a community mental health team within an integrated regional health service.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

- Quality health services for all.
- Improving the health of Aboriginal people and those most in need.
- A fair share for country health.
- Supporting our team – workforce excellence and stability.

OUR VALUES

- Community** – making a difference through teamwork, generosity and country hospitality.
- Compassion** – listening and caring with empathy and dignity.
- Quality** – creating a quality health care experience for every consumer.
- Integrity** – accountability, honesty and professional, ethical conduct in all that we do.
- Justice** – valuing diversity with a fair share for all.

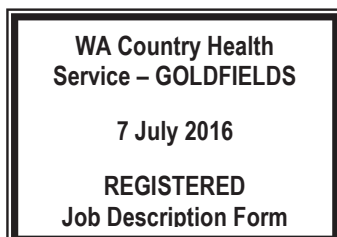
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	LEADERSHIP		
1.1	In collaboration with the Regional Manager and Clinical Director, coordinates the community mental health team in alignment with WACHS-Goldfields clinical services planning, Area, State and National agendas, and applicable legislation.		
1.2	Demonstrates a high standard of professional conduct and actively promotes and models the objectives and values of the organisation.		
1.3	In collaboration with the Regional Manager and WACHS-Goldfields service departments, oversees the operational management of the team, including human resources, facilities, fleet, administration, OSH and budget.		
1.4	Ensures integrated service delivery across regional health services and continuity of care between inpatient, community mental health and General Practitioner services.		
1.5	Ensures service delivery across the team's geographical area of responsibility, delivering culturally appropriate and accessible services throughout the region.		
1.6	Represents, and develops the identity and role of the team as a component of an integrated regional mental health service.		
1.7	Collaborates with the Regional Manager, Clinical Director and other senior staff in the development and implementation of policies and procedures for the service.		
1.8	Develops, promotes and motivates the team to achieve service excellence and enhance the recruitment and retention of staff.		
1.9	Monitors the provision of services for effectiveness, efficiency, safety and quality.		
1.10	Understands the mental health needs of local communities and maps and supports the spectrum of mental health and related services in the local communities.		
1.11	Develops cooperative working relationships with primary care and other mental health and related service providers within the government, non-government and private sectors.		
1.12	Ensures consumer and carer input into service development.		
1.13	Participates in the leadership of service and clinical governance initiatives.		
1.14	Represents the mental health service as required.		
1.15	Collaborates in strategic planning for the service.		
2.0	CLINICAL		
2.1	Works under the leadership of the Clinical Director to develop standards of care and practice within the community mental health team.		
2.2	Maintains a clinical caseload and provides high quality clinical care to clients of the service using evidence-based interventions and practices, including administration of medications.		
2.3	Coordinates and participates in after-hours on-call roster as required.		
2.4	Monitors clinical outcomes and ensures excellence in service delivery through clinical review, documentation audits, clinical best practice and other relevant quality improvement activities.		
2.5	Provides clinical supervision to staff as required.		
2.6	Oversees the implementation and monitoring of quality and risk management systems.		

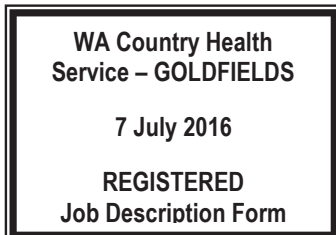
STATEMENT OF DUTIES continued next page



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Section 4 – STATEMENT OF DUTIES - continued

3.0	HUMAN RESOURCE MANAGEMENT		
3.1	Directly line manages all staff position within the community mental health team.		
3.2	In collaboration with the Regional Manager and Clinical Director, sets performance standards and ensures compliance with service policies and procedures.		
3.3	Ensures performance development planning for all staff and undertakes performance management as required, in consultation with other Team Leaders and Regional Manager.		
3.4	Participates in own performance development planning with Regional Manager.		
4.0	FINANCIAL MANAGEMENT		
4.1	Monitors budget and financial performance reporting requirements and produces monthly and other reports for the Regional Manager.		
4.2	Assumes responsibility for budget and human resource management within the delegations for the position and within regional service direction.		
4.3	Ensures compliance with FMA 2006, Treasury, Taxation and Legislative requirements in relation to financial and physical resources management.		
5.0	OTHER		
5.1	Other duties as directed by the Regional Manager Mental Health.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualifications in Occupational Therapy, or Psychology or Nursing and eligible for full registration with the relevant Board, OR Tertiary qualifications in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
2. At least seven years experience working within mental health or a related field, across a range of settings relevant to community mental health leadership, and sound knowledge of current developments in mental health services.
3. Demonstrated experience in workplace leadership.
4. Demonstrated ability to manage financial resources including service budgets.
5. Experience in managing human resource issues, including recruitment, performance development, and change management.
6. Highly developed communication and interpersonal skills, including the ability to promote positive peer and line management relationships.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services, Occupational Safety, and how these impact on employment and service delivery.
8. Current WA C or C-A Class drivers licence and ability to travel within the region, including overnight stays as required. MH

DESIRABLE

1. Training or development in workplace leadership or management.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of registration with the applicable Board of Registration must be provided prior to commencement. • Completion of a 100 point identification check • Successful Criminal Record Screening clearance and a Working With Children (WWC) Check • Successful Pre- Placement Health Screening clearance • Current WA C or C-A Class drivers licence and ability to travel within the region Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated	Computer software packages including email and PSOLIS		

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Regional Manager Mental Health

Signature and Date: ____/____/____
Regional Director

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

Name	Signature	Date Appointed	Date Signed

**WA Country Health
 Service – GOLDFIELDS**

 7 July 2016

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