



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601459
<b>Division:</b>	Mental Health Service	<b>Title:</b>	<b>Clerk – Community Mental Health</b>
<b>Branch:</b>	Kalgoorlie	<b>Classification:</b>	HSO Level G2
<b>Section:</b>	Community Mental Health	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Regional Manager Mental Health
	<b>Classification:</b>	HSO Level G10
	<b>Position No:</b>	601358



<b>Responsible To</b>	<b>Title:</b>	Team Leader - Kalgoorlie
	<b>Classification:</b>	HSO Level P3
	<b>Position No:</b>	601593



<b>This position</b>	<b>Title:</b>	<b>Clerk Community Mental Health</b>
	<b>Classification:</b>	HSO Level G2
	<b>Position No:</b>	601459



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u><b>Title</b></u>
601460 – Senior Health Professional MH
601575 – Consultant Psychiatrist
614204 – Clinical Nurse Specialist Liaison
601512 – Health Professional MH
601426 – Mental Health Officer
601197 – Clerk Mental Health



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Position No.</td> <td style="text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Category</td> <td style="text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

### Section 3 – KEY RESPONSIBILITIES

Provides clerical/reception support to the staff of Goldfields Region Community Health – Kalgoorlie Office.

**WA Country Health Service –  
 GOLDFIELDS**

5 October 2015

**REGISTERED  
 Job Description Form**

TITLE	Clerk – Community Mental Health	POSITION NO	601459
		CLASSIFICATION	HSO Level G2



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.

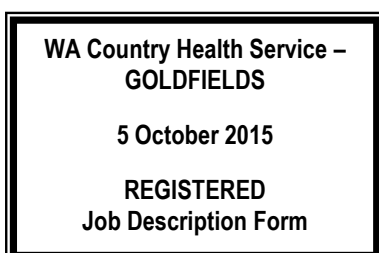
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#### Section 4 – STATEMENT OF DUTIES

The occupant of this position will demonstrate a commitment to the values of a health promoting health region.

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>SECRETARIAL</b>		40
1.1	Provide Executive/Management secretarial support.	D	
1.2	Provide reception duties for Community Mental Health (CMH) - Kalgoorlie including attending reception desk and general telephone enquiries and transfer of all client enquiries to clinical staff.	D	
1.3	Word process audio and handwritten confidential medical reports/correspondence for all specialists. Medicare billing as required.	D	
1.4	Maintain on-call roster and appointments for all specialists in consultation with Manager, specialists, triage officer and case managers.	D	
1.5	Arrange and distribute incoming, outgoing and internal mail as per health department policy.	D	
<b>2.0</b>	<b>CLERICAL SUPPORT</b>		60
2.1	Assist with clerical support to the Regional Manager, Psychiatrists, Team Leader and CMH Team - Kalgoorlie	R	
2.2	Assists with the purchasing of accommodation and airfares/travel for visiting specialists, other visitors and staff as required.	R	
2.3	Creates, maintains and archives patient and corporate records.	R	
2.4	Co-ordinate the purchase of requisitions goods and services for CMH-Kalgoorlie.	R	
2.5	Maintain the CMH-Kalgoorlie expenditure and financial records (Accounts preparation for the Finance Department).	R	
2.6	Purchasing on behalf of CMH using P-card and reconciliation of monthly P-card statements.		
2.7	Manages the PSOLIS data base including data entry and retrieval, for Kalgoorlie.	R	
2.8	Assist with co-ordinating fleet cars with the Supply Fleet Officer for services and general maintenance.	O	
2.9	Create, maintain and archive patient and other files	R	
2.10	Other duties as requested by the Manager.	R	
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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. Good interpersonal, verbal and written skills.
2. Demonstrated clerical experience and organisational skills.
3. Computer skills including word processing and email management.
4. Ability to work with minimal supervision and in a team environment.
5. Ability to complete medical reports and letters in a timely manner.
6. Ability to understand the need for and maintain confidentiality.
7. Understanding and respect for the needs of Aboriginal culture in providing effective health service delivery to Aboriginal people.

**DESIRABLE**

1. Previous experience in a clinical (or similar) clerical environment.
2. Knowledge of database and spreadsheet packages.
3. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Kalgoorlie	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
<b>Specialised equipment operated</b>			

**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.

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date Signed</b>

