



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>GREAT SOUTHERN</b>		<b>Position No:</b>	613791
<b>Division:</b>	Great Southern Mental Health Service	<b>Title:</b>	<b>Senior Health Professional Mental Health Triage</b>
<b>Branch:</b>	Lower Great Southern	<b>Classification:</b>	HSO Level P-2
<b>Section:</b>		<b>Award/Agreement</b>	WA Health - HSUWA - PACTS Industrial Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<table border="1"> <tr><td><b>Title:</b></td><td>Team Manager – Mental Health LGSMS</td></tr> <tr><td><b>Classification:</b></td><td>HSO Level G-8</td></tr> <tr><td><b>Position No:</b></td><td>008005</td></tr> </table>	<b>Title:</b>	Team Manager – Mental Health LGSMS	<b>Classification:</b>	HSO Level G-8	<b>Position No:</b>	008005	<p><b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b></p> <table border="1"> <tr><td><b>Title</b></td></tr> <tr><td>007622 CNS Community Mental Health SRN L3</td></tr> </table>	<b>Title</b>	007622 CNS Community Mental Health SRN L3
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<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
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### Section 3 – KEY RESPONSIBILITIES

Provides specialist Mental Health services including triage, emergency mental state and risk assessment, treatment planning and crisis intervention for clients with mental health disorders, their families and carers resident in the area covered by LGS mental health. The role of this position is to provide immediate follow up of risk, short term crisis planning and brief intervention, together with the scheduling of short term interventions by the multi-disciplinary team and/or appropriate referral.

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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**

Working together for a healthier country WA

**WHAT WE STAND FOR**

***A fair share for country health*** – securing a fair share of resources and being accountable for their use.

***Service delivery according to need*** – Improving access based on need and improving health outcomes.

***Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.

***Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

**OUR VALUES**

***Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A ‘can-do’ attitude.

***Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

***Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

***Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

***Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1</b>	<b>PROFESSIONAL</b>	D	65
1.1	Provides professional mental health services including triage, emergency mental state and risk assessment, treatment planning and crisis intervention for clients within LGS Mental Health Service.		
1.2	Maintains competencies required for registration with relevant board or peak body (e.g. nursing, social work, occupational therapy and psychology)		
1.3	Provides clinical intervention for complex emergency situations using a variety of modalities.		
1.4	Participates in the multidisciplinary team, including attending clinical and administrative meetings as appropriate		
1.5	Provides consultation to team members and staff from other agencies regarding referred clients as appropriate.		
1.6	Promotes effective working relationships and liaises with relevant staff and agencies to ensure coordinated client care		
1.7	Participates in ongoing evaluation of clinical practices and quality improvement activities		
1.8	Contributes to the development of mental health services which are responsive to community needs and service priorities by participating in planning, implementation and evaluation processes including the provision of statistical returns, submissions and analysis of data.		
1.9	Ensures that the Mental Health Act 2014 and all other relevant standards, practices and legislation are adhered to.		
1.10	Ensures consumer rights are maintained and acts as an advocate, as required.		
<b>2</b>	<b>PROGRAM COORDINATION</b>	D	20
2.1	Provides support to the Triage Team Leader in developing, implementing and evaluating the Triage service.		
2.2	Assists in the development of policy and procedures for the Triage service.		
2.3	Assists in the recruitment, selection and induction of staff for the service.		
2.4	Participates in rostering to provide coverage of the Triage role.		
2.5	Develops strong linkages (referral/discharge) protocols with key agencies and stakeholders.		
<b>3</b>	<b>ADMINISTRATION</b>	D	10
3.1	Participates in staff development and other education programs that promote professional development and the maintenance of professional competence.		
3.2	Develops and participates in educational programs for clients, carers, health professionals and community agencies.		
3.3.	Initiates and participates in research projects.		
3.4	Documents contact and outcomes with clients with in their appropriate file and on PSOLIS. Maintains appropriate client records and statistical data as required (including PSOLIS and Webpas).		
<b>4</b>	<b>OTHER</b>	O	5
4.1	Carries out other duties as directed.		
	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. Tertiary qualification in Occupational Therapy, Psychology or Nursing and eligible for registration with the relevant Board, or tertiary qualification in Social Work and eligibility for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers
2. Extensive knowledge of mental health disorders and evidence based community mental health emergency interventions.
3. Demonstrated understanding of the Mental Health Act 2014 and National Mental Health Standards
4. Demonstrated high level experience relevant to triage, mental state and risk assessment, crisis intervention and treatment planning
5. Demonstrated excellent interpersonal and communication skills, including the ability to work effectively in a multidisciplinary team
6. Demonstrated computer skills to enable management of medical and patient records, navigation of online policy access, internal communication and completing online learning resources
7. Current knowledge of legislation obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery
8. Current 'C' class drivers licence

**DESIRABLE**

1. Understanding of mental health issues within a rural community and impacts on service delivery
2. Demonstrated experience providing culturally appropriate services to indigenous families and communities

**Section 6 – APPOINTMENT FACTORS**

Location	Albany	Accommodation	
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by or eligibility for the appropriate board of Australia or full membership of the Australian Association of Social Workers or the Society of Professional Social Workers must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current 'C' class drivers licence</li> </ul>		
Specialised equipment operated			

**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: \_\_\_/\_\_\_/\_\_\_  
**Manager**

Signature and Date:  
**Regional Director**

<p>WA Country Health Service – Great Southern</p> <p><b>20 April 2017</b></p>
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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

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