



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	615340
<b>Division:</b>	Kalgoorlie	<b>Title:</b>	Clinical Nurse Specialist - Mental Health Triage
<b>Branch:</b>	Child & Adolescent Mental Health Service	<b>Classification:</b>	<b>RN SRN Level 3</b>
<b>Section:</b>	Nursing - Triage	<b>Award/Agreement</b>	Nurses and Midwives 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- Mental Health Child & Adolescent
	<b>Classification:</b>	HSO Level P3
	<b>Position No:</b>	614716



<b>This position</b>	<b>Title:</b>	<b>Clinical Nurse Specialist – Mental Health Triage</b>
	<b>Classification:</b>	<b>RN SRN Level 3</b>
	<b>Position No:</b>	615340



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

<u>Title</u>
601475 – Senior Health Professional MH C & A
601494 – Health Professional MH Youth
601877 – Senior Health Professional MH C & A
601883 – Health Professional MH Youth
607952 – Health Professional MH C & A



Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
N/A			

### Section 3 – KEY RESPONSIBILITIES

Provides a community based child and adolescent mental health nursing service. Co-ordinates referrals & contacts for child and adolescents and their families. Conducts comprehensive mental health and risk assessments. Provides case management to complex clients. Provides information and support to clients & families, and liaison with other agencies as required.



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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE – What we are here to do**

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

**OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

**OUR GUIDING PRINCIPLES**

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

**OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

<p>WA Country Health Service – GOLDFIELDS</p> <p>22 September 2017</p> <p>REGISTERED Job Description Form</p>
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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CLINICAL</b>		<b>70</b>
1.1	Coordinates referrals and contacts for children, adolescents and their families, through the Goldfields Child & Adolescent Mental Health Service triage role by identifying the appropriateness of the referral against the criteria for inclusion, and setting the priorities for management in consultation with the multi-disciplinary team.		
1.2	Provides comprehensive mental health assessments including risk assessment, mental state assessment and crisis intervention plans for clients identified as being “at risk” of self-harming or with acute distress / psychiatric disturbance.		
1.3	Provides clinical case management services to children, adolescents and their families.		
1.4	Provides crisis consultation and management advice to hospitals and Emergency Departments within the Goldfields region and assistance with admission to Perth Inpatient facilities.		
1.5	Identifies, develops and implements Mental Health prevention programs in consultation with community members and service providers.		
1.6	Develops and maintains an extensive community based network with Schools, Hospitals, General Practitioners, Community Health and other service providers/community organisations.		
1.7	Acts as a clinical resource for team members and other health care providers,		
1.8	Convenes and attends inter-agency case conferences, as required.		
1.9	Strives to achieve continuous improvement through participation in Quality management projects.		
1.10	Functions as a member of the Child & Adolescent team, providing comprehensive liaison, support and clinical services		
<b>2.0</b>	<b>ADMINISTRATIVE</b>		<b>15</b>
2.1	Actively participates in allocation and management of clients at intake meetings.		
2.2	Participates in Team Meetings as required.		
2.3	Maintains accurate client and community service statistics as required.		
2.4	Completes mandatory National Outcomes and Casemix Collection measures as per service policies.		
2.5	Participates in the development, planning and evaluation of Mental Health Services with special reference to the needs of children and adolescents.		
2.6	Provides supervision as required.		
2.7	Participates in Performance Management with Team Leader.		
<b>3.0</b>	<b>EDUCATIONAL</b>		<b>10</b>
3.1	Provides educational programmes to clients and their carers or families, other health professionals, schools, non-government agencies and community organisations.		
3.2	Participates in staff development programs.		
3.3	Accepts responsibility for and participates in own professional development.		
3.4	Acts as a resource for the dissemination of information related to Child and Adolescent Mental Health.		
<b>4.0</b>	<b>OTHER</b>		<b>5</b>
4.1	Carries out other duties as required.		
4.2	Responsible for monitoring Occupational Safety & Health issues in the workplace.		
	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.		

**WA Country Health Service –  
GOLDFIELDS**

**22 September 2017**

**REGISTERED  
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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Extensive and recent experience as a practicing Community Mental Health Nurse providing triage/duty Officer, assessment and case management services.
3. Demonstrated ability in communication, interpersonal, negotiation, problem solving and conflict resolution skills to provide clinical coaching, leadership.
4. Advanced knowledge and skills in the implementation of Mental Health Act and legislation policies.
5. Knowledge of emotional, behavioural, psychological and psychiatric disorders of children and adolescents.
6. Demonstrated ability to work effectively in a multidisciplinary team.
7. Understanding of and ability to use Video Conferencing Equipment.
8. A current WA C or C-A Class Driver's Licence and ability to travel within the region.

**DESIRABLE**

1. Knowledge and understanding of the provision of mental health services within a rural community including provision of culturally appropriate services.
2. Ability to teach in both formal and informal settings.
3. Knowledge of state-wide and local service providers related to CAMHS.

**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>• Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance and a Working with Children (WWC) check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• A current WA C or C-A Class drivers licence and ability to travel within the region</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance</li> </ul>		
<b>Specialised equipment operated</b>	Computer and Video Conferencing		

**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

