



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	008005
Division:	Great Southern Mental Health Service	Title:	Team Manager – Mental Health LGSHS
Branch:	Lower Great Southern	Classification:	HSO Level G-8
Section:	Management	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	008024



Responsible To	Title:	Manager Mental Health
	Classification:	HSO Level G-10
	Position No:	007616



This position	Title:	Team Manager – Mental Health LGSHS
	Classification:	HSO Level G-8
	Position No:	008005



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
007690 Clinical Nurse Manager-MH SRN L3
007756 Director Psychiatry MP Yr 1-9
614731 Team Leader MH Child & Adolescent HSO LP-3
614182 Aboriginal Mental Health Coord HSO LG-7
615189 Mental Health Safety and Quality Officer HSO LG-7



Positions under direct supervision:			
Position No.	Title		Position No.
007558	Clinical Nurse Specialist - MH	SRN L3	007736
614820	Clinical Nurse Specialist – MH Adult	SRN L3	Clinical Psychologist GR2
007794	Clinical Nurse Specialist – MH Older Adult	SRN L3	HSO Grade 2

Section 3 – KEY RESPONSIBILITIES

Manages a multidisciplinary mental health team in the Lower Great Southern in the provision of a safe and quality mental health service to clients with complex and persistent mental illness. Contributes to the planning and development of the regional mental health service.

WA Country Health Service –
Great Southern

25 October 2018

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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.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	MANAGEMENT	R	70
1.1	Develops and manages systems and processes to ensure that staff within the Lower Great Southern Mental Health are aware of and comply with endorsed policies and procedures (Department of Health, WACHS and local).		
1.2	Develops and manages systems and processes to ensure that clinical risks and corporate risks (e.g. budget and FTE management, OSH, information management) within the department are identified, minimised and managed.		
1.3	Develops and manages systems for assessing and developing the performance of individuals within the department including line management (e.g. performance management and development, competency assessment, learning and development).		
1.4	Develops and manages systems for assessing the effectiveness of service provision and compliance with departmental governance (evaluation of programs and systems using quality improvement & quality assurance methodologies) and addressing any issues identified.		
1.5	Participates in the development and endorsement of Regional Mental Health operational plans and corporate governance via the Management Committee meetings.		
1.6	Establishes effective networks and partnerships with non-government agencies, the private sector and other government departments to assist in the delivery of coordinated care for clients of the mental health service.		
1.7	Develops and manages quality improvement initiatives and activities for the service in cooperation with the Safety and Quality Officer.		
2	CLINICAL	R	15
2.1	Provide secondary consultation on complex clinical issues requiring specialist knowledge or involving a degree of complexity.		
2.2	Develop systems for ensuring clinical practice within the team is of a high level (e.g. clinical supervision, clinical audits, professional development, review of AIMS data, complaints information).		
3	PROFESSIONAL EDUCATION AND SUPPORT	R	10
3.1	Maintains professional knowledge and skills through participation in continuing education activities.		
3.2	Provides professional support and supervision to senior staff as required.		
4	ADMINISTRATION	R	5
4.1	Ensures the development and collection of appropriate statistical data and reporting mechanisms as required.		
4.2	Ensures appropriate record keeping.		
5	OTHER	O	
5.1	Undertakes 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. Demonstrated experience in health service management and/or clinical leadership
2. Recent and extensive experience in community mental health service(s) and high level knowledge and understanding of the clinical treatment of mental illness
3. Demonstrated high level interpersonal, analytical and problem solving skills
4. Demonstrated understanding of issues related to providing comprehensive, multidisciplinary, community mental health services to culturally diverse populations in rural/remote areas included detailed knowledge of the Mental Health Act 1996 and 2014
5. Demonstrated computer skills to enable navigation of online policy access, internal communication and completing online learning resources
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational and Health, and how these affect employment and services delivery
7. Current 'C' class drivers licence

DESIRABLE

1. Tertiary qualification in a health science or equivalent
2. Experience in the area of needs analysis and the design, implementation and evaluation of services for people with mental illness
3. Awareness and application of quality and risk management principles

Section 6 – APPOINTMENT FACTORS

Location	Albany	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening and a Working With Children (WWC) Check • Successful Pre- Placement Health Screening clearance • Current 'C' class driver's licence 		
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

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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