



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601512
<b>Division:</b>	Mental Health Service	<b>Title:</b>	<b>Health Professional Mental Health</b>
<b>Branch:</b>	Kalgoorlie	<b>Classification:</b>	HSO Level P1
<b>Section:</b>	Community Mental Health Team	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<table border="1"> <tr><td><b>Title:</b></td><td>Regional Manager Mental Health</td></tr> <tr><td><b>Classification:</b></td><td>HSO Level G10</td></tr> <tr><td><b>Position No:</b></td><td>601358</td></tr> </table>	<b>Title:</b>	Regional Manager Mental Health	<b>Classification:</b>	HSO Level G10	<b>Position No:</b>	601358	<p><b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b></p> <table border="1"> <tr><td><b>Title</b></td></tr> <tr><td>601197 – Clerk Mental Health</td></tr> <tr><td>601426 – Mental Health Officer</td></tr> <tr><td>601459 – Clerk Community Mental Health</td></tr> <tr><td>601460 – Senior Health Professional Mental Health</td></tr> <tr><td>601575 – Consultant Psychiatrist</td></tr> <tr><td>614204 – Clinical Nurse Specialist Liaison</td></tr> <tr><td>614173 – Aboriginal Mental Health Coordinator</td></tr> </table>	<b>Title</b>	601197 – Clerk Mental Health	601426 – Mental Health Officer	601459 – Clerk Community Mental Health	601460 – Senior Health Professional Mental Health	601575 – Consultant Psychiatrist	614204 – Clinical Nurse Specialist Liaison	614173 – Aboriginal Mental Health Coordinator
<b>Title:</b>	Regional Manager Mental Health															
<b>Classification:</b>	HSO Level G10															
<b>Position No:</b>	601358															
<b>Title</b>																
601197 – Clerk Mental Health																
601426 – Mental Health Officer																
601459 – Clerk Community Mental Health																
601460 – Senior Health Professional Mental Health																
601575 – Consultant Psychiatrist																
614204 – Clinical Nurse Specialist Liaison																
614173 – Aboriginal Mental Health Coordinator																
↑																
<b>Responsible To</b>	<table border="1"> <tr><td><b>Title:</b></td><td>Team Leader MH</td></tr> <tr><td><b>Classification:</b></td><td>HSO Level P3</td></tr> <tr><td><b>Position No:</b></td><td>601593</td></tr> </table>	<b>Title:</b>	Team Leader MH	<b>Classification:</b>	HSO Level P3	<b>Position No:</b>	601593	←								
<b>Title:</b>	Team Leader MH															
<b>Classification:</b>	HSO Level P3															
<b>Position No:</b>	601593															
↑																
<b>This position</b>	<table border="1"> <tr><td><b>Title:</b></td><td>Health Professional Mental Health</td></tr> <tr><td><b>Classification:</b></td><td>HSO Level P1</td></tr> <tr><td><b>Position No:</b></td><td>601512</td></tr> </table>	<b>Title:</b>	Health Professional Mental Health	<b>Classification:</b>	HSO Level P1	<b>Position No:</b>	601512	↑								
<b>Title:</b>	Health Professional Mental Health															
<b>Classification:</b>	HSO Level P1															
<b>Position No:</b>	601512															

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>
Position No.	Category                      Number

### Section 3 – KEY RESPONSIBILITIES

Provides specialist community mental health services to adults suffering from mental illness, their families and carers, in the WACHS-Goldfields Region.

**WA Country Health  
 Service – GOLDFIELDS**

23 October 2017

**REGISTERED  
 Job Description Form**

TITLE	Health Professional Mental Health	POSITION NO	601512
		CLASSIFICATION	HSO Level P1



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>23 October 2017</p> <p>REGISTERED Job Description Form</p>
---

TITLE	Health Professional Mental Health	POSITION NO	601512
		CLASSIFICATION	HSO Level P1

**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>CLINICAL</b>		<b>70</b>
1.1	Conducts comprehensive mental health assessment (including home, hospital and community-based) and develops appropriate treatment and management plans.		
1.2	Conducts evidence-based intervention and treatment.		
1.3	Develops management plans in consultation with the client and, as appropriate, their carers/family, GP's and other service providers.		
1.4	Provides clinical case management services to clients.		
1.5	Promotes optimum functioning and well-being of the client in the community setting.		
1.6	Works within the philosophy and requirements of the Mental Health Act (2014).		
1.7	Participates in service clinical governance processes, including clinical team meetings and clinical review.		
1.8	In collaboration with senior clinicians, provides educational activities and programs for clients of the service, their carers/family, other professionals and the community.		
1.9	Participates in health promotion and early intervention programmes.		
1.10	Works effectively in collaboration with other team members, other professionals and GPs to promote quality mental health care for clients and the community.		
1.11	Maintains high standards of ethical and professional conduct.		
1.12	Participates in clinical supervision as required.		
1.13	Works flexible hours when required with availability for on-call.		
1.14	Provides outreach services which involves travel to designated areas.		
<b>2.0</b>	<b>ADMINISTRATION / QUALITY IMPROVEMENT</b>		<b>15</b>
2.1	Functions as an effective member of the community mental health service through efficient use of resources and active participation in relevant administrative procedures.		
2.2	Participates in the development, planning and evaluation of mental health services.		
2.3	Participates in quality improvement initiatives and clinical governance systems.		
2.4	Maintains accurate and comprehensive clinical records.		
2.5	Completes statistical and other clinical processes, including compliance with clinical information systems (PSOLIS) and outcomes data collection (NOCC), as required.		
2.6	Participates in Quality Improvement projects.		
2.7	Complies with guidelines regarding the use of Departmental equipment and vehicles.		

**Section 4 – STATEMENT OF DUTIES – continued next page**

<p>WA Country Health Service – GOLDFIELDS</p> <p>23 October 2017</p> <p>REGISTERED Job Description Form</p>
---

<b>TITLE</b>	<b>Health Professional Mental Health</b>	<b>POSITION NO</b>	601512
		<b>CLASSIFICATION</b>	HSO Level P1

**Section 4 – STATEMENT OF DUTIES – continued**

<b>3.0</b>	<b>EDUCATION AND RESEARCH</b>		<b>10</b>
3.1	Promotes the development of clinical skills in other professionals and colleagues.		
3.2	Accepts responsibility for and participates in own professional development.		
3.3	Participates in research projects as required.		
4.0	<b>OTHER</b>		<b>5</b>
4.1	Other relevant 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.		

<p><b>WA Country Health Service – GOLDFIELDS</b></p> <p><b>23 October 2017</b></p> <p><b>REGISTERED Job Description Form</b></p>
--

<b>TITLE</b>	<b>Health Professional Mental Health</b>	<b>POSITION NO</b>	601512
		<b>CLASSIFICATION</b>	HSO Level P1

### Section 5 – SELECTION CRITERIA

#### ESSENTIAL

1. Tertiary qualifications in Occupational Therapy, or Psychology or Nursing and eligible for registration with the relevant Board, OR Tertiary qualification in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
2. Demonstrated knowledge of emotional, behavioural, psychological and psychiatric disorders of adults.
3. Demonstrated experience in assessment and providing evidence-based interventions for adults with mental health or related disorders, and their families/carers.
4. Demonstrated ability to work as an effective member of a multidisciplinary team and as an independent practitioner.
5. Well-developed communication and interpersonal skills, including the ability to promote positive peer and line management relationships.
6. Demonstrated ability in problem solving, conflict resolution and negotiation
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. Possession of a current WA C or C-A class driver's licence and the ability to travel within the region including overnight stays.

#### DESIRABLE

1. Sound knowledge of the key principles of the WA Mental Health Act (2014) and National Standards for Mental Health.
2. Knowledge and understanding of the provision of mental health services within a rural community.
3. Experience in working within a community mental health service setting.

### 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 registration with the applicable Board of Registration 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 and a Working With Children Check (WWC) check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• A current WA C or C-A Class drivers licence</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 Manger 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
<div style="border: 2px solid black; padding: 5px; width: fit-content;"> <b>WA Country Health Service – GOLDFIELDS</b>   <b>23 October 2017</b>   <b>REGISTERED Job Description Form</b> </div>			