



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601426
Division:	Mental Health Service	Title:	Mental Health Officer
Branch:	Kalgoorlie	Classification:	HSO Level G4
Section:	Community Mental Health Team	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Manager Mental Health
	Classification:	HSO Level G10
	Position No:	601358



Responsible To	Title:	Team Leader
	Classification:	HSO Level P3
	Position No:	601593



This position	Title:	Mental Health Officer
	Classification:	HSO Level G4
	Position No:	601426



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601460 - Senior Health Professional MH
601575 - Consultant Psychiatrist
614204 - Clinical Nurse Specialist Liaison
601512 - Health Professional MH
601459 - Clerk Community Mental Health
601197 - Clerk Mental Health



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

Section 3 – KEY RESPONSIBILITIES

To facilitate, organise and participate in social, communal and personal living activities of patients with severe and persistent mental disorders according to their needs and abilities as referred by the case managers of the Community Mental Health Service.

**WA Country Health Service –
 GOLDFIELDS**

27 June 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 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.	%
1.	Facilitation and participation in leisure, recreational, social, educational and/or vocational activities according to individual patients' interests and abilities.		
2.	Facilitate and assist the patients with orientation and accessing community services, facilities and resources.		
3.	Assist and/or organise individual patients' daily living tasks such as cooking, cleaning, budgeting, shopping etc. according to individuals' wishes and abilities.		
4.	Support the patients with moving and/or acquiring furnishings and other essential household items for their houses.		
5.	Liaise with the Community Mental Health Service case managers to obtain directions and plans for support services.		
6.	Provide written reports about the patients' progress and work activities to the supervisor as required.		
7.	Other duties as directed within the scope of the position.		
	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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Previous experience in disability support or community services work.
2. Demonstrate knowledge about community services, resources and facilities and skills to access them.
3. Demonstrate positive attitude in working with disabled persons.
4. Ability to seek and take directions and work in a team environment.
5. Possession of a current WA C or C-A Class Drivers licence or equivalent.

DESIRABLE

1. Possession of or studying towards qualification in disability support or equivalent.
2. Previous work experience with psychiatrically disabled persons.
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

Location	Kalgoorlie	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 clearance • Successful Pre- Placement Health Screening clearance • Current WA C or C-A Class drivers licence or equivalent Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
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: ____/____/____
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

