

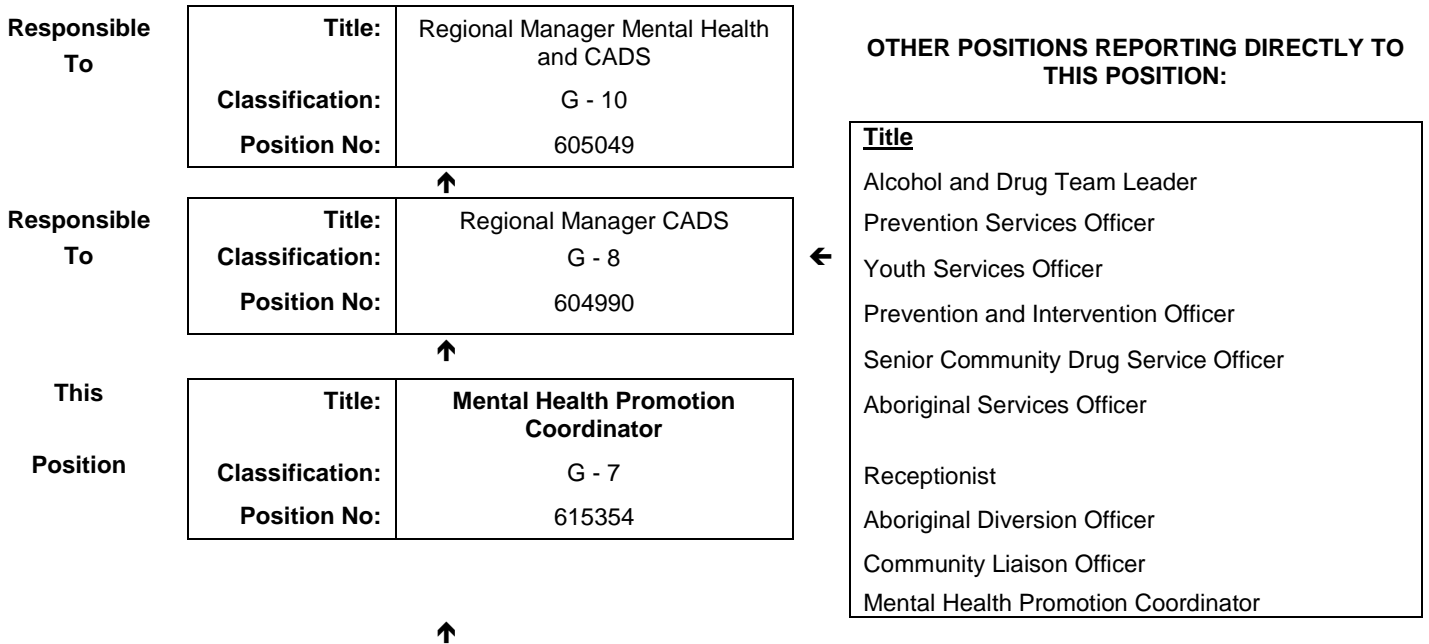


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	615354
Division:	Midwest Mental Health and Community Alcohol and Drug Service	Title:	Mental Health Promotion Coordinator
Branch:	Community Alcohol and Drug Service	Classification:	G - 7
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Category</td> <td style="width: 50%; text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Lead and manages the strategic development of mental health promotion across the Midwest region. Coordinates the planning, implementation and evaluation of a comprehensive range of mental health promotion and suicide prevention strategies and programs across the region in accordance with national, state and local priorities.

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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, Aboriginal 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 service 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.	%
1.0	LEADERSHIP AND MANAGEMENT	R	10
1.1	Works with administrative and senior staff to ensure appropriate financial management of the mental health promotion program and ensures mental health promotion programs are delivered within budget.		
1.2	Coordinates a planned approach to training and development of staff and students in the Midwest region using appropriate support, mentoring, evaluation, performance development and staff development tools.		
2.0	PLANNING AND PROJECT MANAGEMENT		
2.1	Leads and coordinates the planning, development, implementation and evaluation of mental health promotion programs and suicide prevention strategies in the Midwest, including postvention responses.		
2.2	Coordinates the development of strategic mental health promotion plans for the Midwest.		
2.3	Supports and provides advice on the implementation of mental health program plans which target identified priority areas and high risk groups.	D	30
2.4	Coordinates the preparation of funding applications for new programs that address priority mental health issues.		
2.5	Ensures mental health promotion programs have a sound evidence base and are evaluated according to outcome indicators established at national, state and local levels.		
2.6	Provides regular reports to management, as required.		
2.7	Coordinates and monitors the delivery of mental health promotion programs, ensuring that all programs are of high quality, documented and operate within allocated budgets and timeframes.		
3.0	LIAISON AND PARTNERSHIPS		
3.1	Develops and maintains effective partnerships and networks with relevant regional and state key stakeholders, including the private sector and funding bodies to address mental health issues.		
3.2	Liases and consults with key stakeholders both internal and external to the health sector about mental health promotion strategies and priority health issues in the Midwest.	D	30
3.3	Represents the Midwest Community Alcohol and Drug Service on working parties, committees and conferences.		
4.0	CAPACITY BUILDING & ADVOCACY		
4.1	Builds the capacity of the community and health service providers to plan and implement sustainable mental health promotion initiatives that align with the priorities of the Midwest region and the <i>Suicide Prevention 2020: Together We Can Save Lives</i> document.	D	25
4.2	Advises managers and other key stakeholders on issues relevant to mental health and current health issues.		
4.3	Provides mentoring and guidance to health staff working within other government and non-government agencies.		
4.4	Presents at seminars and training sessions, as appropriate.		
4.5	Coordinates advocacy for mental health promotion and for population health issues that are a priority in the Midwest.		
5.0	RESEARCH AND EVALUATION		
5.1	Monitors and reports on local trends in the incidence and prevalence of mental health conditions, and risk factors for developing health problems.	R	5

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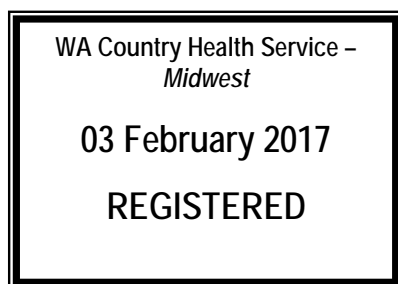
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Section 4 – STATEMENT OF DUTIES (cont'd)

5.2	Critically analyses qualitative and quantitative data to identify behavioural, environmental, social, political and economic factors that promote or compromise the mental health of the local community.		
5.3	Uses research to develop and substantiate local mental health promotion and suicide prevention strategies and objectives.		
5.4	Acts as a resource for regional personnel regarding routinely collected data on relevant issues.		
5.5	Developments/enhances accurate monitoring systems for mental health promotion programs in the region.		
5.6	Remains aware of national and international developments in mental health promotion, including suicide prevention and postvention, and determines how these developments may impact on the strategic outcomes of local and state suicide prevention programs.		
6.0	OTHER		
6.1	Participates in own performance development with management.		
6.2	Participates in continuing self-education, keeping abreast of state, national and international developments in health promotion and seeks opportunities to improve professional, leadership and managerial skills.		
6.3	Provides recognised expert knowledge and services in the area of mental health promotion.		
6.4	Acts as a resource to all disciplines. Participates in other program activities and duties as negotiated with management.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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

- Demonstrated leadership skills including conceptual, analytical and problem solving skills.
- Demonstrated project management skills and substantial experience in the planning, development, implementation and evaluation of population health programs.
- Extensive knowledge and understanding of mental health promotion issues, methods including health research methods, and mental health priorities.
- Demonstrated high level written and verbal communication skills, including report writing, presentations and high level interpersonal skills including collaboration, negotiation, and consultation.
- Demonstrated knowledge and understanding of the cultural factors and social determinants particularly relating to Aboriginal health.
- Current drivers licence

DESIRABLE

- Tertiary qualifications and/or post graduate qualifications in health promotion or another related discipline.
- Demonstrated understanding of factors that affect the health status of people living in rural and remote areas.
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	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 • Evidence of current Working with Children check • Current drivers licence Allowance <ul style="list-style-type: none"> • District Allowance 		
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

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Signature and Date:
Regional Director

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Midwest

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REGISTERED

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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