



**WA Country Health Service –  
 Central Office**

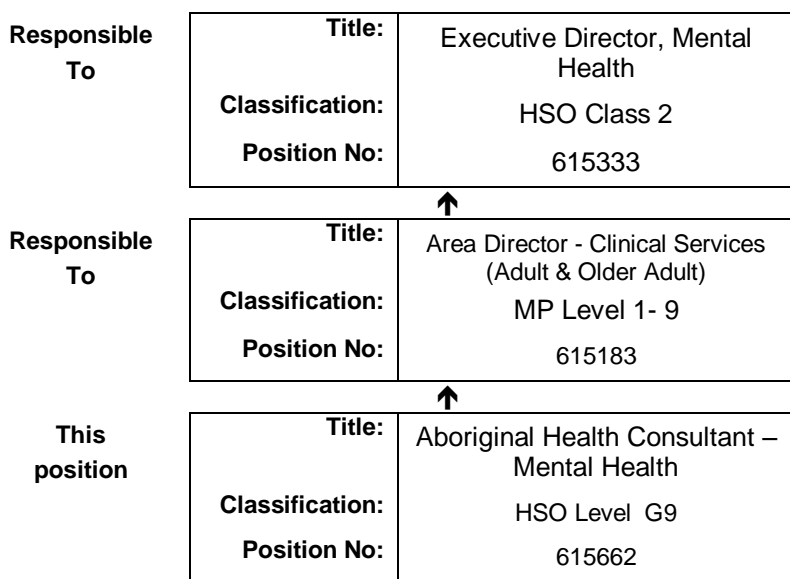
**21 March 2018  
 REGISTERED**

## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Office of the Executive Director Mental Health</b>		<b>Position No:</b>	615662
<b>Division:</b>	WACHS Central Office	<b>Title:</b>	Aboriginal Health Consultant – Mental Health
<b>Branch:</b>	Mental Health Central Office	<b>Classification:</b>	HSO Level G9
<b>Section:</b>	Aboriginal Mental Health	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS



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

**Title**

- Aboriginal Mental Health Senior Program Officer
- Program Manager Activity and Reporting
- Program Manager Mental Health
- Business Support Officer

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

### Section 3 – KEY RESPONSIBILITIES

Responsible for leading and coordinating the development, implementation and evaluation of Aboriginal Mental Health, Social, Emotional and Well Being (SEWB) Health projects, programs and services to close the gap in Indigenous health disadvantage in accordance with WA Department of Health and WA Country Health Service (WACHS) policies and strategic directions.

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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 the experience of health 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.	%
<b>1.0</b>	<b>Partnerships and Capacity Building</b>		
1.1	Lead and facilitate strategic partnerships and capacity building for Aboriginal Mental Health and the Social, Emotional, Wellbeing (SEWB) and employment initiatives.		
1.2	On behalf of WACHS, participate in Aboriginal Mental Health and SEWB health and general health planning forums and other meetings.		
1.3	Establish and maintain networks, relationships and partnerships with stakeholders at all levels both internal and external to WACHS including Commonwealth, State Government Agencies,		
1.4	In conjunction with WACHS regional health and mental health service employees, communities and other relevant stakeholders, contributes to the development and facilitation of community models of care.		
<b>2.0</b>	<b>Cultural Maintenance</b>		
2.1	Promote and lead the delivery of and participate in the evaluation of cultural security and awareness initiatives within WACHS.		
2.2	Provide advice and assistance to support WACHS regional staff in cultural security and awareness initiatives. Assist other regions in cultural maintenance initiatives in accordance with WACHS and Department of Health directions.		
2.3	Develop and maintain networks and partnerships with local and state stakeholders in achieving WACHS and WA Department of Health outcomes for Aboriginal cultural security and awareness.		
<b>3.0</b>	<b>Aboriginal Mental Health Workforce Development</b>		
3.1	Work collaboratively with WA Health, external stakeholders and employment service providers to develop, implement and evaluate a WACHS Aboriginal Workforce Strategy.		
3.2	Work with education and training stakeholders to develop and progress initiatives for job-readiness, mental health specific training and placement initiatives including traineeships and work experience.		
3.3	Develop and implement specific purpose Aboriginal employment guidelines and recruitment and retention strategies (including career pathways).		
3.4	Develop and review peer support initiatives which provide mentoring and coaching strategies to assist individuals and targeted groups.		
3.5	Establish, monitor, report and review Aboriginal Mental Health workforce performance indicators and targets in line with WACHS requirements.		
<b>4.0</b>	<b>Community Engagement/Feedback</b>		
4.1	Develop and support processes and structures for Aboriginal and Health Consumer Council consumer feedback within all WACHS Mental health services aimed at improving services to Aboriginal people.		
4.2	Work with Clinical Practice Improvement program and associated initiatives and processes to ensure quality and safety of service provision.		
4.3	Work with Clinical Risk Coordinator, Management and associated initiatives and processes to ensure handling of complaints is undertaken in a culturally safe and effective manner.		
<b>5.0</b>	<b>Strategic/Leadership</b>		
5.1	Participate as a member of the WACHS Mental Health Central Office Executive team and other relevant forums as appropriate.		
5.2	Leads the coordination and implementation of initiatives that relate to Aboriginal Mental Health and Social, Emotional and Wellbeing.		
<b>6.0</b>	<b>Other</b>		
6.1	Other duties as required by the Executive Director Mental Health and WACHS Area Clinical Director Adult and Older Adult		

*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**

1. Pursuant to Section 50(d) of the Equal Opportunities Act, the occupant of this position must be of Aboriginal descent.
2. Demonstrated understanding of and experience in Aboriginal, Social, Emotional, Wellbeing (SEWB) health issues and working with Aboriginal communities.
3. Highly developed communication skills including negotiation, facilitation, presentation and report writing skills.
4. Demonstrated experience in engaging, leading and mentoring Aboriginal people in a service delivery context.
5. Demonstrated ability to provide leadership of projects to ensure the achievement of successful outcomes
6. Demonstrated well developed problem solving conceptual and analytical skills
7. Current C Class Driver's Licence.

**DESIRABLE**

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. An understanding of the roles and responsibilities of state, federal and local govt in relation to Aboriginal Mental health.
3. Post-secondary qualification(s) in a relevant field.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Perth	<b>Accommodation</b>	According to the WACHS Accommodation Policy
<b>Allowances/ Appointment Conditions</b>	<b>Appointment is subject to:</b> <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Placement Health Screening clearance</li> <li>• Capacity and willingness to travel regionally</li> <li>• Evidence of current C class Driver's Licence</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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

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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