



North Metropolitan Health Service
Job Description Form

HSS Registered

Carer Consultant

Health Salaried Officers Agreement: Level G2

Position Number: 707971

Adult Mental Health Program

North Metropolitan Mental Health Service

Reporting Relationships

Area Director Clinical Services
 Award Level: Year 1-9
 Position Number: 707820



Program Manager
 Award Level: HSO Level G10
 Position Number: various depending on location



This Position



Also reporting to this supervisor:

- Carer Consultants (Various - Casual)
- Coordinator MH Adult (1.0 FTE)
- Clinical Nurse Specialist SRN Level 3 (6.0 FTE)
- Senior Health Professional Suicide Intervention (1.0 FTE)
- Senior Health Professional MH (2.5 FTE)
- Duty Officer (1.0 FTE)
- Liaison Officer (1.0 FTE)
- Clinical Psychologist Grade 2 (2.5 FTE)
- Senior Social Worker (3.0 FTE)
- Senior Occupational Therapist (2.0 FTE)
- Community Development Officer (1.0 FTE)
- Administrative Assistant (1.0 FTE)

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

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Prime Function / Key Responsibilities

Contributes a carer perspective to guide the North Metropolitan Health Service Adult Mental Health Program executive in service planning, development and evaluation of programs. Identifies and engages relevant carer networks, promoting and coordinating carer participation and feedback processes that will enable contribution to planning, development, evaluation and system wide improvement.

Brief Summary of Duties

1. Carer Representation

- 1.1 Represents the carer perspective and contributes carer experience, as a member of committees for the North Metropolitan Health Service, Mental Health.
- 1.2 Contributes to service planning, development and evaluation of mental health programs.
- 1.3 Collaborates and works with stakeholders, service providers and staff to develop strategies to improve clinical service delivery.
- 1.4 Establishes, coordinates and facilitates carer feedback methods, contributes to carer related meetings and public forums, as required.
- 1.5 Researches carer related issues, seeks and represents the views of the mental health carer sector.
- 1.6 Maintains knowledge of service delivery environment to inform decision making and contribute to improvement and/or change.
- 1.7 Contributes to the preparation of reports, briefing papers and correspondence as required.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities and the ACHS National EQUIP cycle in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Demonstrated lived experience as a primary carer of a consumer of mental health services.
2. Understanding of self-determination, the concept of consumer recovery and the challenges of living with a mental illness.
3. Well-developed communication, consultation and interpersonal skills.
4. Ability to work collaboratively as part of a committee and with a range of stakeholders.
5. Knowledge of the principles of consumer participation.

Desirable Selection Criteria

1. Willingness to undertake studies towards a relevant qualification.
2. Previous experience working as a carer consultant or advisor.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
4. Eligibility to hold or possession of a current 'C' class motor driver's licence.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Karen Kyriakou
Signature/HE:
Date: 23 July 2018

Dept./Division Head

Name: Karen Kyriakou
Signature/HE:
Date: 23 July 2018

Position Occupant

Name:
Signature/HE:
Date:

Created on:

Last Updated on: August 2018

HSS REGISTERED