



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	613458
Division:	Pilbara	Title:	Manager Pilbara MH Drug & Alcohol
Branch:	Pilbara	Classification:	HSO Level G-10
Section:	Pilbara Mental Health and Drug Service	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Chief Operating Officer
	Classification:	HSO Class 4
	Position No:	614487



Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	600100



This position	Title:	Manager Pilbara MH Drug & Alcohol
	Classification:	HSO Level G-10
	Position No:	613458



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Operations Manager- East
Operations Manager – West
Director Population Health
Human Resource Manager
Director Nursing and Midwifery
Director Corporate Services Pilbara
Director Projects
Regional Manager Infrastructure
Manager Pilbara Aged Care
Coordinator Executive Services

Positions under direct supervision:	← Other positions under control:																						
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr><td>613363</td><td>Team Leader MH Drug Service Team</td></tr> <tr><td>613460</td><td>Administrative Assistant</td></tr> <tr><td>613496</td><td>Dir Clinical Srvs Mental Health</td></tr> <tr><td>614130</td><td>Business Manager</td></tr> <tr><td>614168</td><td>Aboriginal Mental Health Coord</td></tr> <tr><td>614476</td><td>Team Leader MH</td></tr> <tr><td>614727</td><td>Team Leader MH Child and Adol</td></tr> <tr><td>615193</td><td>Mental Health Safety & Quality Office</td></tr> <tr><td>615317</td><td>Snr Hlth Prof MH Youth</td></tr> </tbody> </table>	Position No.	Title	613363	Team Leader MH Drug Service Team	613460	Administrative Assistant	613496	Dir Clinical Srvs Mental Health	614130	Business Manager	614168	Aboriginal Mental Health Coord	614476	Team Leader MH	614727	Team Leader MH Child and Adol	615193	Mental Health Safety & Quality Office	615317	Snr Hlth Prof MH Youth	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
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Section 3 – KEY RESPONSIBILITIES

Responsible for the planning, development, co-ordination and evaluation of mental health, drug and alcohol service provision for adults, the elderly, children and adolescents, and the community, within the Pilbara region, in accordance with regional and state policies and national standards. Responsible for the regional management of PMHDS.

**WA Country Health Service
Pilbara**

16 August 2018

REGISTERED

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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 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 Pilbara</p> <p>16 August 2018</p> <p>REGISTERED</p>

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	PLANNING AND DEVELOPMENT		25
1.1	Plans, develops, co-ordinates and evaluates Mental Health and Drug and Alcohol Service within the Pilbara region, in collaboration with the WACHS Pilbara Regional Director.		
1.2	Advises the Office of the Chief Psychiatrist, Mental Health Division and Regional Director WACHS Pilbara on the organisation and development of Mental Health and Drug and Alcohol Service throughout the Pilbara region, in collaboration with the Clinical Director.		
1.3	In collaboration with the Clinical Director, represents PMHDS in consultations with WACHS, Mental Health Division, DOH Drug & Alcohol Officer (DAO), regional health services, Aboriginal health organisations and other Government and Non-Government stakeholders in planning and integrating Mental Health and Drug and Alcohol Service across the Pilbara region.		
1.4	Represents PMHDS in regional and state-wide professional and Mental Health advisory and consultation forums.		
1.5	Creates access for consumers and advocates giving feedback, suggesting developments and lodge complaints, and is the regional end-point of accountability to consumers and advocates.		
1.6	Co-ordinates service delivery across PMHDS range of activities (hospital consultation, community clinics, community-based care and remote area outreach services).		
1.7	Promotes development, implementation and maintenance of culturally appropriate and accessible Mental Health and Drug and Alcohol services.		
2.0	MANAGEMENT		40
2.1	Responsible for the provision of high quality Mental Health and Drug and Alcohol Service in the Pilbara region.		
2.2	Staff management including selection and recruitment, training and development, performance appraisal, supervision and management.		
2.3	Ensures maintenance of appropriate client records, service information, other documentation and information management systems.		
2.4	In collaboration with the Clinical Director, develops and maintains service policy and procedures.		
2.5	Financial management of regional Mental Health and Drug and Alcohol Service including developing a business plan, negotiating, monitoring and expending budget.		
2.6	Responsible for the development and achievement of priorities in service deliver.		
2.7	Account to the Regional Director on progress towards the implementation of the PMHDS strategic plan.		
2.8	Responsible for the operational management of the regional service.		
3.0	CLINICAL		10
3.1	Acts as a consultant to staff on matters relating to client case management.		
3.2	Ensures a balanced clinical workload for staff.		
3.3	Ensures the application of best practice in clinical care across the regional service.		
4.0	QUALITY AND SAFETY		20
4.1	Develops and coordinates an effective quality and safety process for the regional service in accordance with WACHS accreditation requirements, National Standards for Mental Health recommendations, and other relevant standards of practice.		
4.2	Participates and assists in implementation of quality improvements in the Pilbara.		
4.3	Promotes the development, planning and implementation of research within the service, ensuring consideration of issues of remoteness and cultural safety.		
4.4	Maintain adherence to principles of clinical and corporate governance.		
4.5	Ensures maintenance of National Clinical Service Standards.		
4.6	Participates in own performance management with the Regional Director.		
5.0	OTHER		5
5.1	Other duties as required		
	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. Demonstrated experience in a senior capacity within a mental health service.
2. Demonstrated knowledge, understanding and experience in the successful implementation of Government Health policy and legislation applicable in a mental health setting and a community setting, including current knowledge of the Mental Health Act (WA).
3. Demonstrated leadership within a mental health service, including managing multidisciplinary teams.
4. Demonstrated operational, strategic & analytical management skills.
5. Demonstrated experience in managing financial, physical and human resources.
6. Experience in the implementation of organisational change and service development.
7. Highly developed communication and interpersonal skills, both oral and written.
8. Current knowledge of legislative obligations for Equal Employment Opportunity, Disability Service and Occupational Safety and Health and how these impact on employment and service delivery.
9. Current Drivers Licence

DESIRABLE

1. Possession of or progress towards a qualification in human services management.
2. Tertiary qualification in mental health, social or behavioural sciences or other relevant qualification.
3. Experience in mental health promotion and community development.
4. Experience in health or related service delivery in remote areas, including Indigenous communities.

Section 6 – APPOINTMENT FACTORS

Location	South Hedland	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Leave Travel Concession if applicable, one week additional leave for above the 26 th Parallel, Air-conditioning subsidy if applicable 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 • Successful Working With Children clearance • Current Drivers Licence 		
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 Director - Pilbara

Signature and Date: ____/____/____
Chief Operating 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

