



HSS Registered

Community Development Officer
Hospital Salaried Officers Agreement: G7
Position Number: 601205
Bentley Mental Health Service
Royal Perth Bentley Group / East Metropolitan Health Service (EMHS)

Reporting Relationships

Service 3 Medical Co-Director Award Level: MP Year 1-9 Position No: 602507	Service 3 Co-Director of Corporate and Nursing Services Award Level: TBA Position No: TBA
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Coordinator Safety & Quality Award Level: HSO G8 Position: 603252



This Position



Directly reporting to this position:		
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- MH Quality and Governance Officer, HSO G7, 1.0FTE
- MH Project Officer, HSO G6, 1.0FTE
- MH Clinical Systems Clerk, HSO G2, 1.0FTE

Key Responsibilities
 Acts as a key resource within the Program Management Team and across the Service to develop, implement and evaluate consumer, carer and community engagement strategies in support of the integrated Service needs. Provides leadership of the RPBG MH Peer Support Worker program. Develops, manages and strengthens partnerships with community organisations across the mental health sector, to ensure that MH consumers and carers have greater opportunities to access integrated and comprehensive care in accordance with the National Standards.



EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Community Development

- 1.1 Assist the Program Management Team with the development, implementation and valuation of strategies that will increase the availability and accessibility to a range of community support services and improve efficiency and effectiveness.
- 1.2 Develops and formalises relevant Agreements with community support services, where agreed within Program Team structure.
- 1.3 Establishes relationships and develops network to facilitate consultation and collaboration between stakeholders – consumers, carers, peer workers other health industry bodies, community groups, government and non-government bodies.
- 1.4 Acts as a point of liaison, support and advice to Service based Consumer Advisory/Working Group and ensures communication flow between Service Executive and consumer representatives for service improvement.
- 1.5 Addresses and evaluates processes that have an impact on effective clinical mental health care.
- 1.6 Acts as a consultant to community mental health team leaders to identify the range of community support services that are available to provide mental health support and enhance recovery for consumers to transition back to primary health care services.
- 1.7 Participates in continuous quality improvement and risk management strategies.
- 1.8 Undertakes research and projects including the evaluation of relevant programs as required.

2. Leadership

- 2.1 Demonstrates effective leadership, decision making qualities and participates in the effective functioning of the Service and Program's clinical functions to ensure high quality care outcomes for consumers.
- 2.2 Supports, trains and develops Peer Workers.

3. Professional Education

- 3.1 Undertakes all mandatory training courses and other specialised training.
- 3.2 Participates in own operational and professional supervision, performance appraisal and professional development in conjunction with the Clinical Governance Officer.
- 3.3 Maintains knowledge and understanding of endorsed clinical models of care, pathways and the roles of the various disciplines working in mental health and imparts information to clinical teams.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Demonstrated experience in the development, planning, implementation and evaluation of mental health consumer engagement strategies.
2. Well-developed written and verbal communication and negotiation skills.
3. Experience working with community support services delivering mental health services.
4. Demonstrated ability to work effectively in an interdisciplinary team.
5. Demonstrated leadership ability and management of a volunteer workforce.
6. Advanced project management skills and experience.
7. Current “C” or “C.A” class driver’s license.

Desirable Requirements

1. Tertiary qualification in behavioural, social or health sciences or a relevant discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of a current “C” or “CA” class drivers licence.
- 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	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	March 2019