

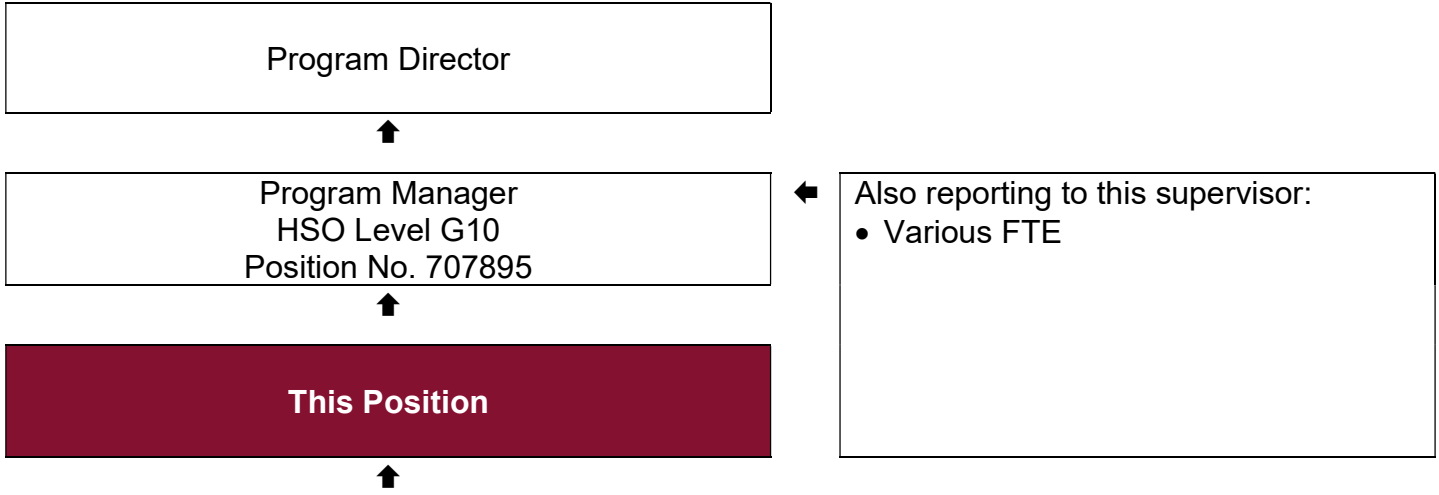


North Metropolitan Health Service
Job Description Form

HSS Registered

Community Development Officer
Health Salaried Officers Agreement: HSO Level G7
Position Number: 601794
Adult Community Mental Health
Mental Health, Public Health, and Dental Services

Reporting Relationships



Directly reporting to this position:			Other positions under control
Title	Classification	FTE	• Nil
Peer Support Worker	G2	1.0	

Prime Function / Key Responsibilities

Develops, implements and evaluates consumer carer and community engagement strategies in community based mental health services in the government and non-government sectors. Uses a community development framework to promote contemporary models of service provision that includes collaboration and partnerships, across the mental health sector.

Brief Summary of Duties

Community Development

1. Assists the Program Manager with the development, implementation and evaluation of strategies that will increase the availability and accessibility to a range of community support services and improve efficiency and effectiveness.
2. Develops and formalises relevant Agreements with community support services.
3. Establishes relationships and develops networks to facilitate consultation and collaboration between stakeholders, consumers, carers, peer workers, other health industry bodies, community groups, government and non-government bodies.
4. Develops and maintains up to date knowledge and awareness of national and state plans for clinical reform and trends in mental health to inform planning for local mental health services affecting the provision of integrated mental health services.
5. Facilitates and promotes the integration model between mental health services and other relevant community support services that optimise continuity of effective care for consumers and carers.
6. Establishment and supports the Consumer Advisory Group to develop, monitor and initiate service improvement.
7. Addresses and evaluates processes that have an impact on effective clinical mental health care.
8. Liaises with other Community Development Officers to develop a strategic capacity building framework with improved mental health pathways that benefit the consumers experience of mental health care.
9. Identifies and facilitates training identified by community support services for service development.
10. Acts as a consultant to community mental health teams to identify the range of community support services (including National Disability Insurance Scheme - NDIS) that are available to provide mental health support and enhance recovery for consumers to transition back to primary health care services.
11. Participates in continuous quality improvement and risk management strategies.
12. Undertakes research and projects including the evaluation of relevant programs as required.

Leadership

1. Demonstrates effective leadership, decision making qualities and participates in the effective functioning of the community mental health team/ multidisciplinary team.
2. Supervises, trains and develops Peer Workers.

Professional / Education

1. Undertakes all mandatory training courses and other specialised training.
2. Participates in own operational and professional supervision, performance appraisal and professional development in conjunction with the Program Manager.
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 community support services.

NMHS Governance, Safety and Quality

1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
3. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and the ACHS National EQUIP cycle and ensuring services and practices align with the requirements

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of the National Safety and Quality Health Service Standards and other recognised health standards.

4. Completes mandatory training, including safety and quality training and alcohol and drug training.
5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
7. Conducts activities in compliance with the Mental Health Act 2014 and the National Mental Health Standards
8. Participates in clinical audits.

6. Other

1. Conducts activities in compliance with the National Mental Health Standards, the Public Sector Management Act 1994 (General principles of human resource management), Western Australian Public Sector Code of Ethics, WA Health Code of Conduct, the Occupational Safety and Health Act 1984 and all WA Health and North Metropolitan Health Service policy and procedures.
2. **Other duties as required.**
May be required to work on extended hours roster and on-call rosters.

Work Related Requirements

Essential Selection Criteria

1. Advanced knowledge of national and state clinical reform strategies and the various models of care delivered in the community mental health services (such as NDIS).
2. Demonstrated knowledge of community development frameworks.
3. Experience working with community supports services delivery mental health services.
4. Well-developed written and verbal community and negotiation skills.
5. Eligibility to hold or possession of a current C Class motor driver's licence
6. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary qualification in behavioural or social science.
2. Willingness to undertake alcohol and drug training and apply to a range of work practices

Appointment Prerequisites

Appointment is subject to:

3. Provision of the minimum identity proofing requirements.
4. Successful Criminal Record Screening Clearance.
5. Successful Pre-Employment Integrity Check.
6. Successful Pre-Employment Health Assessment.
7. Evidence of a current "C" class driver's licence prior to commencement.

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date:

Last updated on:
HSS REGISTERED