

## Statement of Duties

<b>Position Title:</b> Allied Health Professional – Mental Health Homeless Outreach Support Team (MHHOST)	<b>Position Number:</b> 525816d	<b>Effective Date:</b> June 2021
<b>Group:</b> Community, Mental Health and Wellbeing - Statewide Mental Health Services		
<b>Section:</b> Mental Health Services South	<b>Location:</b> North West	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Fixed-Term	
	<b>Position Type:</b> Full Time	
<b>Level:</b> 3	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Team Leader/Nurse Unit Manager		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

As part of a community based multidisciplinary team delivering high quality mental health services in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements, and relevant professional competencies:

- Undertake the delivery of quality assessments and care and treatment to consumers, families, and friends of the Mental Health Homeless Outreach Support Team (MHHOST) based on best practice principles including Recovery Oriented Practice, The Triangle of Care Framework and Trauma Informed Care.
- Work closely with a range of relevant internal and external stakeholders including members of the broader Acute Care Stream, the Continuing Care Stream, Alcohol and Drug Services, General Practitioners and Community Sector Organisations to deliver improved outcomes and experiences for consumers of the service.
- Actively participate in service development, quality improvement and professional development initiatives as required.

### Duties:

1. Provide assertive community-based mental health care to consumers of the MHHOST within a multidisciplinary setting which includes initial triage, comprehensive mental health assessments, ongoing assessment and management of co-morbidities, assertive short-term case management, safety planning, brief targeted interventions and transfer of care/discharge planning, in collaboration with consumers, families and friends.
2. Facilitate access to a range of appropriate community support and, if required, inpatient services, to ensure consumers of the service receive the right support in the right place and at the right time.
3. Undertake the role of a Mental Health Officer in accordance with relevant provisions of the *Mental Health Act 2013*.

4. Complete all required clinical documentation, including initial assessments, risk assessments, transfers of care, relevant clinical correspondence, and clinical data collection, within specified timeframes, predominantly via electronic records systems.
5. Ensure ongoing assessment and evaluation of the role and associated guidelines, clinical pathways, protocols, and policies, incorporating evidenced based practice and other regulatory bodies or key stakeholders as required.
6. Supervise students and less experienced clinical staff as required.
7. Actively participate in professional development opportunities, including clinical supervision.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### **Scope of Work Performed:**

Responsible to and receives guidance and support from the Clinical Nurse Specialist and/or the designated senior clinician on each shift, the Manager of the service and other senior staff within the Acute Care Stream. Clinical supervision will also be made available to health professional staff within the MHHOST, in negotiation with and supported by, the Acute Care Stream Manager and the relevant discipline senior. The Allied Health Professional is responsible for:

- Practicing within the relevant professional framework and applicable professional codes of conduct and ethics.
- Efficient and effective service delivery, optimal use of resources and for initiating, implementing, evaluating, and improving health outcomes in collaboration with the multidisciplinary team.
- Identifying key community mental health, community sector and primary health stakeholders and building and maintaining strong, effective working relationships as required.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Registered with the Occupational Therapy Board of Australia; or
- Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or
- Registered with the Psychology Board of Australia.
- Current Tasmanian Working with Children Registration.

- Current Driver's Licence.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
    - e) serious traffic offences
  2. Identification check
  3. Disciplinary action in previous employment check.

**Desirable Requirements:**

- At least two years' postgraduate clinical experience.
- Established professional relationships with service providers external to Statewide Mental Health Services.

**Selection Criteria:**

1. Current knowledge of contemporary evidence based mental health service provision and extensive postgraduate clinical service delivery experience of consumer care within a community-based service focussed on individuals with mental illness who are homeless and in accordance with legal requirements and relevant professional competencies.
2. Knowledge and understanding of the psychosocial and health needs of individuals and their application to the MHHOST setting, including an understanding of the principles of maintaining appropriate therapeutic relationships with consumers.
3. Reasonable understanding of psychotropic drugs, actions, and side effects.
4. Relevant experience in an acute or community Adult Mental Health area with demonstrated knowledge of relevant legislation including the *Mental Health Act 2013*.
5. Sound interpersonal and communication skills including written skills and use of computer based medical records and the ability to function effectively in a multidisciplinary team environment.
6. Knowledge of National Mental Health Standards and continuous quality improvement and the application of evidence-based practice in a clinical setting.

**Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.