

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Court Liaison Officer (North West)
Position Number:	526164d
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Manager - CFMHS & Defendant Health Liaison Service
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers; or</p> <p>Registered with the Psychology Board of Australia; or</p> <p>Graduate of an approved school of Occupational Therapy. Eligible for the membership to the Australian Association for Occupational Therapists</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Current Driver's Licence

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As part of a multidisciplinary team delivering high quality forensic mental health services and in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Court Liaison Officer will:

- Provide assessment, intervention and referral services to individuals at the beginning of the criminal justice system.
- Provide specialist liaison and consultation about mental health matters and management of associated problems to Magistrates, Solicitors, Police and Community Corrections staff at the Courts.

Duties:

1. Provide specialist clinical mental health assessment to those persons identified within the Justice system as having or who may have a mental health problem.
2. Provide high-level written reports to the Courts.
3. Liaise with other government and non-government agencies to formulate appropriate interventions that are acceptable to the Court and the client.
4. Provide high-level education sessions about mental health problems and issues to employees of the Department of Justice and other health professionals.
5. Ensure referral and relevant information is relayed promptly to Agencies involved with ongoing care of people with mental health problems involved with the criminal justice system.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
7. 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.

Key Accountabilities and Responsibilities:

The Allied Health - Court Liaison Officer will work under the supervision and direction of the Manager - CFMHS & Defendant Health Liaison Service. Professional supervision is provided by the relevant Senior Discipline staff.

The occupant is responsible for:

- Providing high standard assessment, planning and reporting using professional skills, standards and confidentiality.
- Establishing and maintaining effective relationships with key internal and external stakeholders.
- Undertaking delegations within set guidelines and time frames.
- Exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Exercising high-level personal accountability in day-to-day priority setting.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated specialist knowledge and understanding of mental health disorders and the needs of individuals experiencing psychological and emotional problems.
2. Demonstrated knowledge and/or experience working in a forensic setting or ability to acquire the same and obtain certification as a Mental Health Officer under the Mental Health Act and other current statutory requirements.
3. Demonstrated ability to organise and manage workload, set priorities and work without close supervision as a member of the multidisciplinary team.
4. High-level written and verbal skills including preparation of court reports and, strong interpersonal, assessment and problem-solving skills.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).