

## Statement of Duties

<b>Position Title:</b> Allied Health Professional - Co-morbidity	<b>Position Number:</b> 525528	<b>Effective Date:</b> February 2021
<b>Group:</b> Community, Mental Health and Wellbeing		
<b>Section:</b> Statewide Mental Health Services	<b>Location:</b> North/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 - Adult and Older Persons Community Mental Health Services		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

In accordance with primary health care principles, Agency policy and directions, legal requirements, and professional competencies the occupant will:

- Provide specialist clinical expertise, consultation, and liaison regarding consumers with a serious mental illness and/or alcohol and other drug issues including the management of associated issues to Child and Adolescent Mental Health Service (CAMHS), Adult Community Mental Health Service (ACMHS) and other relevant stakeholders.
- Undertake the development, coordination, delivery, and evaluation of programs for consumers with complex co-morbid diagnoses, specifically: serious mental illness and alcohol and other drug issues using research-based principles within a collaborative and multidisciplinary framework and across the service sector.
- Provide input into policy for the management of consumers with serious mental illness and drug and alcohol issues.

### Duties:

1. Lead and support staff in CAMHS and ACMHS in provision of comprehensive assessments and treatment/intervention and care planning to those consumers with a serious mental illness and alcohol and other drug issues.
2. Provide discipline specific clinical expertise, training, supervision, support, and advice to workers in ACMHS, CAMHS and stakeholder services who provide services to consumers with a serious mental illness and alcohol and other drug issues.
3. Develop, collaborate, and maintain appropriate and effective relationships with other stakeholder services, government, and community sector, including clear referral pathways that facilitates seamless transfer of care.
4. Monitor needs, identify gaps, and prioritise interventions within existing resources.
5. Provide written reports, evaluation, and data as appropriate to identified stakeholders.

6. Document best practice assessment, interventions, and specialist reports in accordance with legal and service requirements.
7. Provide supervision, groups training and consultations, and maintain accurate documentation and data to support level of activity.
8. Develop and maintain key performance indicators for outcome measurement.
9. Participate in research and benchmarking, using best practice knowledge to inform assessment, care planning and management of clients with severe mental illness and alcohol and other drug issues.
10. Maintain own professional development through regular review of professional literature and participation in professional development activities.
11. 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.
12. 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:**

The Allied Health Professional - Co-Morbidity operates as part of a Co-morbidity team across Community Adult Mental Health Service and Child and Adolescent Mental Health Service across the North and Northwest of the State. The occupant of this role is responsible for:

- Providing clinical education to internal and external service providers in the field of mental illness and alcohol and other drugs.
- Accepting accountability and responsibility for agreed outcomes in the provision of efficient and reflective clinical care, and for recognising and maintaining own professional development needs as well as contributing to performance development for other clinical staff.
- Accepting and acting upon referrals from health professionals.
- Undertaking the role of a Mental Health Officer under the Mental Health Act 2013.
- 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 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.
- 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.

**Desirable Requirements:**

- Extensive relevant mental health and/or alcohol and drug experience.
- Holds or is working towards relevant tertiary qualifications.
- Evidence of, or progress toward, post graduate qualifications in Mental Health and/or Alcohol and Other Drugs.

**Selection Criteria:**

1. Extensive knowledge and understanding of the provision of Mental Health and Alcohol and Other Drug Services underpinned by contemporary evidence-based practice, relevant legislation, and competency standards.
2. Self-management and leadership skills including the ability to plan, delegate, organise prioritise and coordinate workloads, while demonstrating adaptability and flexibility in an environment subject to pressure and change.
3. Highly developed interpersonal, communication, collaboration, negotiation, and conflict resolution skills, including the capacity to liaise with all relevant stakeholders in a solution focussed and professional manner.
4. Demonstrated person centred and recovery focused approach to service provision with an ability to relate to, and understand the issues affecting clients in a non-judgemental and empathetic manner, and willingness to appropriately advocate on their behalf.
5. Demonstrated knowledge of and experience in accreditation, risk management, quality standards compliance as this relates to the delivery of quality clinical services.
6. Proven ability to manage, supervise and mentor all staff including students.

## **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.