

Statement of Duties

Position Title: Court Liaison Officer	Position Number: 512554	Effective Date: May 2019
Group: Community, Mental Health & Wellbeing – Statewide Mental Health Services		
Section: Community Forensic MHS – Allied Health	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Manager - Community Forensic Mental Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

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 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.
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.

Scope of Work Performed:

The Court Liaison Officer will work under the supervision and direction of the Manager, Community Forensic Mental Health Service. Professional supervision provided by the relevant Senior Discipline staff. The occupant will:

- Be responsible for providing high standard assessment, planning and reporting using professional skills, standards and confidentiality.
- Be responsible for establishing and maintaining effective relationships with key internal and external stakeholders.
- Undertake delegations within set guidelines and time frames.
- Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Exercise high-level personal accountability in day-to-day priority setting.
- Comply 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.
- 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:
 - I. 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:

- Current Driver's Licence.

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 (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.