

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinical Lead Community - Forensic Mental Health Services
<b>Position Number:</b>	512547
<b>Classification:</b>	Allied Health Professional Level 4
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Mental Health Services Community Forensic Mental Health Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Manager - CFMHS & Defendant Liaison Health Services
<b>Effective Date:</b>	November 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Occupational Therapy Board of Australia; or</p> <p>Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or</p> <p>Registered with the Psychology Board of Australia</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>
<b>Desirable Requirements:</b>	Current Driver's Licence

*Note: 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:

Responsible for the day to day operational direction and co-ordination of the Community Forensic Mental Health Service (CFMHS) multi-disciplinary teams.

Effective management of specified human and physical resources as directed by the Manager - CFMHS & Defendant Liaison Health Services.

Participate in the review of service delivery planning for CFMHS and provide input into determining service priorities.

## Duties:

1. Provide day to day leadership and operational direction to the CFMHS multi-disciplinary team members in relation to complex and non-complex case management, theoretical and ethical considerations in accordance with clinical standards, best practice principles and legal requirements.
2. Oversee the effective information exchange between CFMHS team members and other staff members within the Correctional Health Services Prison Hospital, and Secure Mental Health Unit in relation to complex and non-complex client assessment and ongoing management.
3. Develop, implement and evaluate educational programs for patients and families and ensure objectives, policies and priorities are met effectively and efficiently for best client outcomes.
4. Provide advance clinical expertise and individual support to team members to ensure the effective functioning of the area and a cohesive health care team.
5. Coordinate and promote continuous evaluation of service effectiveness and employ professional judgement to decide when advice is required from the Manager - CFMHS & Defendant Liaison Health Services for complex case decisions.
6. Participate in clinical data collection, analysis and research activities and provide reports to the Manager - CFMHS on client and staff management issues.
7. As a senior member of an individual service provide advice to the Manager - CFMHS & Defendant Liaison Health Services on matters relating to service provision, professional practice and the development, implementation, monitoring and evaluation of professional standards, policies, protocols and procedures
8. Undertake and maintain a case management load for CFMHS clients.
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.

## Key Accountabilities and Responsibilities:

The Clinical Lead - CFMHS will work under the supervision and direction of the Manager - CFMHS & Defendant Liaison Health Services with professional supervision provided by the relevant Senior Discipline staff.

The occupant will:

- Ensure services are provided within relevant legislative and organisational requirements.
- 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.
- 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.
- 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, safeguarding practices for vulnerable people, and related training.

## 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 commitment to and understanding of the multi-disciplinary approach to service provision including the ability to maintain best practice clinical standards for each profession within the CFMHS teams.
2. Demonstrated strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues.
3. Highly developed liaison, consultancy, communication, negotiation, mediation and conflict resolution skills.
4. Demonstrated leadership skills and proven capacity to manage, coordinate and provide support to staff within the multidisciplinary teams.
5. Proven ability to actively and efficiently develop, implement and evaluate policies, protocols and procedures.
6. Proven ability to work collaboratively as part of a management team including the ability to be adaptable and flexible in a complex environment.

## 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](#).