

Statement of Duties

Position Title: Allied Health Senior - Acute Care Stream	Position Number: 525611	Effective Date: April 2021
Group: Community, Mental Health and Wellbeing		
Section: Statewide Mental Health Services	Location: South	
Award: Allied Health Professional Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 4	Classification: Allied Health Professional	
Reports To: Acute Care Stream Lead/Nurse Manager - Acute Care Stream Lead		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of an acute care multidisciplinary team delivering high quality mental health services in accordance with recovery orientated and trauma informed care, Mental Health Services (MHS) National Mental Health Standards, Agency policy, legal requirements, and relevant professional competencies:

- Provide leadership and direction in the day to day clinical and operational management of the Acute Care Stream Community Mental Health Service and all component services.
- Ensure effective oversight of allocated human and physical resources.
- Actively contribute towards the ongoing development of the stream and related change management processes through the implementation of the associated operational service model and relevant service policies, procedures, and guidelines.
- Optimise clinical processes and individual consumer outcomes, including enhanced consumer and carer participation at all levels of the service.
- Provide direct clinical care for a designated number of complex consumers.

Duties:

1. Actively contribute to the clinical leadership and management of a multidisciplinary community based mental health acute care stream to ensure the provision of a high quality, comprehensive, specialist mental health service in accordance with principles and goals, and the associated operational service model and relevant service policies, procedures and guidelines.
2. Support the stream Manager by assuming a lead role in the oversight of designated clinical processes associated with the optimal operation of a community based mental health acute care stream and all component services, including intake, crisis response, interim support, case management and general team coordination.

3. Provide clinical leadership and expert knowledge in all aspects of community mental health care.
4. Provide direct clinical care to a designated number of complex consumers.
5. Actively participate in all multidisciplinary team review processes, including supporting staff to develop, monitor and evaluate clinical outcome measures.
6. Act as an Authorised Officer under the Mental Health Act when required.
7. Develop and maintain appropriate and effective links with the broader Statewide Mental Health Services, other areas within the Agency, and the community sector generally.
8. Promote compliance with the complete and timely collection of clinical data and designated key activity and performance indicators to accurately reflect service performance.
9. Promote a research culture by identifying, supporting, and developing appropriate opportunities for all staff to participate in approved research activities, and to maintain and apply knowledge of contemporary evidence-based practice.
10. Facilitate orientation, clinical supervision, professional development activities and programs for staff, together with implementation of ongoing measures for clinical governance and clinical supervision, providing mentoring and support as required, consistent with best practice and consumer-focused outcomes.
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 Manager of the Acute Care Stream will provide day to day management and overall direction and support with the occupant expected to work primarily without direct supervision and to exercise considerable initiative and professional judgment with autonomy in matters relating to the effective daily clinical and operational management of the service, the relevant Discipline Senior and Allied Health Director will provide professional support and guidance as required. The occupant of this role is responsible for:

- In combination with other senior staff, being accountable for the delivery of a quality comprehensive, integrated multidisciplinary community mental health acute care stream in accordance with Agency policy, relevant service models and key agency and national policy documents.
- Ensuring the clinical services within the stream and linked component services are delivered within all applicable legislative requirements including Work Health and Safety, Privacy, Anti-Discrimination, Mental Health Act, Guardianship & Administration Act, Tasmanian Family Violence Act and Children, Young Persons and Their Families Act.
- Providing a high standard of care and treatment to a designated number of complex consumers and optimising outcomes for both the individuals involved and their families/carers.
- 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.
- 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:

- Holds, or is working towards, a relevant postgraduate qualification.
- Current Driver's Licence.

Selection Criteria:

1. Demonstrated leadership skills and proven ability to manage and coordinate the clinical activities of a multidisciplinary community based mental health acute care stream, with the ability to assist the stream Manager in relation to the effective management of human and physical resources as required.
2. Demonstrated specialist level knowledge and advanced practice in relation to the field of mental health, including a proven ability to provide a range of assessments, specialist treatments and interventions.
3. Demonstrated capacity to positively role model and effectively undertake a coordination/leadership role within a multidisciplinary community based mental health acute care setting, including providing supervision and support to other staff as required.
4. Proven high level interpersonal skills including oral and written communication, negotiation, conflict resolution and decision making, together with the ability to deliver comprehensive oral and written reports.
5. Demonstrated knowledge of relevant philosophies, such as trauma informed care and recovery principles, policies and procedures and associated legislation which impact upon the community-based setting.
6. Demonstrated ability to genuinely work with people with lived experience and their families and friends in a recovery orientated manner that is person centred, strengths based, trauma informed, collaborative and empowering.

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.