

## Position Description

### Mental Health Professional



#### Our Vision:

Leading our communities to excellence in integrated health and community services.

#### Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

#### Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

#### Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

#### Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

#### MTHCS Values

PD No: 90	PD Authorised by: Director of Community Services	Issue Date: 9.3.21	Version: 1
Prompt Doc No: MTH0000744			Page 1 of 4
Version Number: 8.0	Reviewed by: CEO & Directors		Last Reviewed: 02/03/2020
<b>UNCONTROLLED WHEN DOWNLOADED</b>	Authorised by: Chief Executive Officer		Next Review Due: 02/03/2023

- **Accountability:** We define our expectations and are accountable for our actions.
- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

**Mallee Track Health and Community Service is a smoke free workplace**

**DEPARTMENT:** Clinical Medical Clinic

**POSITION TITLE:** Mental Health Professional

**RESPONSIBLE TO:** Executive Director of Nursing

**POSITION STATEMENT:**

The Mental Health Professional will work from the Medical Clinic at both Ouyen and Sea Lake sites and is to provide mental health service and support to service users of the Mallee Track catchment. The Mental Health Professional will work with local and regional mental health service providers to support system navigation and develop pathways with the most appropriate mental health services in place and time. This position has been created for the purpose of the PHN Investing in General Practice funding.

**KEY SELECTION CRITERIA:**

**Essential:**

- Tertiary qualifications in Psychology, Social Work (accredited mental health social worker), Nursing (credentialed mental health nurse), Occupational Therapy (accredited mental health occupational therapist) or relevant discipline.
- Current registration with AHPRA as well as the appropriate peak body such as the Australian Psychological Society or Australian Association of Social Workers (AASW) or equivalent, with a Medicare care provider number.
- Excellent skills in engaging and working with a range of clients including those from diverse backgrounds and/or with complex needs.
- Knowledge and ability to use evidenced-based psychometric assessment tools such as K10 and ability to develop Mental Health Treatment Plans (MHTP).
- Ability to support treatment and recovery plans for individuals, groups and families as required.
- Demonstrated experience and understanding of evidenced based, recovery-oriented and trauma-informed counselling approaches and frameworks.
- Ability to communicate effectively including consult and liaise with other health professionals in the sector.
- Ability to prepare client notes, briefs, letters, emails and reports using clear, concise and grammatically correct language.
- Ability to demonstrate organisational values and goals and work as part of a professional and collaborative team.
- A commitment to excellent, client focussed customer service.
- Demonstrated drive, commitment and resilience within a framework that highly values personal and staff wellbeing.
- A successful current National Police Record Check and Working with Children Check.

PD No: 90	PD Authorised by: Director of Community Services	Issue Date: 9.3.21	Version: 1
Prompt Doc No: MTH000744		Page 2 of 4	
Version Number: 8.0	Reviewed by: CEO & Directors	Last Reviewed: 02/03/2020	
<b>UNCONTROLLED WHEN DOWNLOADED</b>	Authorised by: Chief Executive Officer	Next Review Due: 02/03/2023	

- Current Victorian Driver's Licence.

**Desirable:**

- Excellent understanding of rural health issues including the impact of local events on the community
- Ability to maintain respect and build trust within the community.

**KEY RESPONSIBILITIES:**

**Organisational:**

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.

**Professional:**

- Provide mental health services and required data in order to meet the key performance indicators of the PHN agreement #GPIS-41.
- Work with local and regional mental health service providers as part of an integrated mental health service and strengthen partnerships with Primary Mental Health services at Swan Hill and Mildura.
- Provide mental health services and support for individuals and families in the MTHCS catchment.
- Provide support for family members of those with a mental illness, including supported referral to most appropriate services.
- Develop pathways and shared care planning to support people to access crisis support services as needed.
- Undertake K10 assessments with individuals receiving the service and comprehensive client assessments including client background, problem behaviours, presenting symptoms, precipitating factors, perpetuating factors and protective factors.
- Provide generalist counselling as required.
- Other duties as directed.

**Child Safe Organisation**

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

**OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:**

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
  - Use any equipment provided for health and safety purposes.
  - Obey reasonable instructions given by MTHCS in relation to health and safety at work.
  - Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
  - Comply with all MTHCS OHS policies and procedures
  - Ensure they do not interfere with or misuse anything provided in the interests of health and safety
- Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

PD No: 90	PD Authorised by: Director of Community Services	Issue Date: 9.3.21	Version: 1
Prompt Doc No: MTH0000744		Page 3 of 4	
Version Number: 8.0	Reviewed by: CEO & Directors	Last Reviewed: 02/03/2020	
<b>UNCONTROLLED WHEN DOWNLOADED</b>	Authorised by: Chief Executive Officer	Next Review Due: 02/03/2023	

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

### COMPULSORY TRAINING

As per the schedule and in line with Primary mental health training schedules Mildura/Swan Hill.

### PERFORMANCE APPRAISAL

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(staff member)

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(supervisor)

**Print Name:** \_\_\_\_\_

cc: Personnel File

PD No: 90	PD Authorised by: Director of Community Services	Issue Date: 9.3.21	Version: 1
Prompt Doc No: MTH0000744			Page 4 of 4
Version Number: 8.0	Reviewed by: CEO & Directors		Last Reviewed: 02/03/2020
<b>UNCONTROLLED WHEN DOWNLOADED</b>	Authorised by: Chief Executive Officer		Next Review Due: 02/03/2023