

Mental Health Coordinator Role Description

TITLE	Mental Health Program Co-ordinator – Family and Domestic Violence
DIVISION	Psychological Services
REPORTS TO	Psychological Services Manager
SALARY DETAILS	Health Professionals and Support Services Award 2010
SALARY RANGE – Full-time per annum (38 hours pw)	<p>Level 3 Range: FTE \$65,563 - \$74,554 (Dependent on Qualifications) As a charity \$15,900 is tax free through Salary Sacrificing providing a potential saving of \$5,486 Refer: https://salarysolutions.com.au/salary-packaging/salary-packaging-calculator/ 5 weeks annual leave, Birthday leave, Personal Leave Superannuation</p>
HOURS	22.5hrs per week
DATE OF DOCUMENT	February 2018

THE ROLE

The South Coastal Women’s Health Services Family Abuse Advocacy Support Team (FAAST) Co-ordinates the service and includes assessment, advocacy, and psychological support to women and their families who were victims of family and domestic violence (FDV). This FAAST program is funded by the Government of Western Australia Department of Child Protection and Family Support (DCPFS), and as such is subject to reporting requirements and ongoing funding.

This role will utilise a case management approach in providing assessment, advocacy and psychological intervention to women and their families who require psychological support and assistance as a result of the impact of current or past family and domestic violence. Advocacy work, referrals and engagement with external agencies are essential to working with clients under this program. This support is short term and may be provided to clients in an individual or group setting.

Direct reports:

- Nil

Indirect reports:

- 2/3

AGREEMENT

OCCUPANT	REPORTS TO
(signature)	(signature)
Date:	Date:

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KEY RESULT AREAS

Area 1: Individualised Support Services	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> 1. Co-ordinate the support services. 2. Deliver appropriate interventions to individuals, children, couples, and/or groups clients across the lifespan; e.g. safety planning, cognitive behavioural therapies, psychoeducation, skills training, psychotherapy, family therapy, and counselling. 3. Perform assessments as needed to appraise cognitive, emotional, behavioural, and family functioning; i.e. interviews, risk assessments, behavioural observations, psychometric and psych-diagnostic assessments and evaluation of systems. 4. Liaise with internal and external organisations, and individuals in the planning process.
Area 2: Divisional Support	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> 1. Provide consultation and support on mental health and FDV concerns to colleagues. 2. Develop and maintain partnerships and networking with external agencies relevant to family and domestic violence support. 3. Contribute to the development and design of mental health educational material, programs, and presentations as required. 4. Coordinate and participate in community events as required to promote SCWHS and the program. 5. Participate in peer supervision and multidisciplinary team meetings with professional colleagues at SCWHS. 6. Coordinate research, reporting and submissions. 7. Assist with the development of policies and procedures.
Area 3: Office Management	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> 1. Maintain client records and statistical data in accordance with established SCWHS procedures and program requirements. This includes session notes, records of phone and written communication regarding the client, psychometric assessments, risk assessments and safety plans, signed consent forms and any authorities to release information, client demographic forms, etc. 2. Engage in and comply with appropriate verbal and written communication with GPs, other health and mental health professionals, legal professionals, educational institutions, etc. as necessary in accordance with appropriate client management, SCWHS program requirements, and legal demands. 3. Coordinate, monitor and mitigate where necessary program outcomes to achieve deliverables. 4. Prepare reporting requirements and requests to the program funding body and management in a timely manner. This may include collection of client data and feedback, analysis of program statistics, case formulations, written reports and quality evaluations. 5. Prepare and maintain a clean and ordered environment, including room set up at the start of the day, tidy up of the room (including pens, pillows, toys, chairs, desks, etc) at the end of the day, and contribute to clean and tidy waiting room, kitchen, and shared spaces.
Area 4: Workplace Environment	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> 1. Foster and promote a collaborative team environment within the workplace. 2. Enact and promote South Coastal Health's values and ethos in all behaviour, relationships and communication. 3. Fulfill employee requirements under Section 20 of the Occupational Safety and Health Act
Area 5: Self- Development	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> 1. Engage in ongoing professional supervision as required by the standards governing your professional body. 2. Engage in regular supervision on client and program matters with the Psychological Services Manager. 3. Attend training/development sessions as required 4. Identify and access support as required 5. Manage own time and priorities

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SELECTION CRITERIA

- Hold a tertiary degree or postgraduate qualifications in a relevant field of practice and be eligible for registration with the related professional body. This can include:
 - A four-year degree in Psychology and meet eligibility for provisional or general Registration as a Psychologist with AHPRA; or
 - A four-year degree in Social Work and meet eligibility for membership to Australian Association of Social Workers or the Society of Professional Social Workers; or
 - A minimum three-year degree or postgraduate qualifications in Counselling (e.g. Master of Counselling) and meet eligibility for membership to PACFA.
- A minimum of three years demonstrated experience in working as a mental health professional with people across the age range with emerging or mild to moderate mental health concerns. Particular experience working with women and families who are victims of family and domestic violence is highly desirable.
- Demonstrated ability to conduct appropriate assessments (including risk assessments) and deliver evidence-based therapeutic interventions to clients both in individual and group settings.
- Knowledge of research, evidence based theory and clinical practice applicable to the relevant client groups.
- Well-developed communication and interpersonal skills, including the ability to liaise effectively with staff, other health professionals, and external agencies both on individual client management matters and on general service issues.
- Demonstrated capacity to work both independently and as part of a multidisciplinary team.
- Sound knowledge of the laws and ethical standards relevant to this area of practice.
- Demonstrated computer literacy, including word processing, email, and internet skills. Previous experience with client management software is desirable.

APPOINTMENT CRITERIA

- Current proof of registration with professional body, or documentation that meets eligibility requirements to join professional body.
- Current Working with Children Check (WWCC).
- National Police Clearance (less than three years old).
- 100 Point Identification Check.
- If not an Australian Citizen: proof of Visa status.