

## Position Description

Mental Health Clinicians

Suicide Prevention Service

July 2014

Up to 1.6 FTE

Full or Part Time

Fixed Term Contract

until 30th June 2015

***Melbourne East General Practice Network (ABN 86129637412) trading as the Inner East Melbourne Medicare Local***

**Introduction**

**Organisational Context**

The Inner East Melbourne Medicare Local (IEMML) mission is to optimise the health of the local community and achieve measurable health outcomes. Through a network of primary health care providers, it promotes and delivers optimal continuing health care to a population of over 600,000 residents in the eastern suburbs of Melbourne.

Melbourne East GP Network is proud to be one of the first Victorian organisations to successfully become a Medicare Local. Since 1993 it has had a vision for enhanced community and primary care innovation, being a dynamic network delivering leadership in primary health care. Now trading as IEMML, it will continue to deliver the existing services and supports to GP’s and expand the provider support role across a much wider spectrum of professional service providers, encompassing the full gamut of providers contributing to the provision of primary care to patients.

Servicing the municipalities of Boroondara, Manningham, Monash and Whitehorse, IEMML is responsible for driving improvements in general practice and primary health care to ensure that services are better tailored to meet the needs of local communities.

As part of its vision, IEMML has developed a strategic plan to deliver enhanced primary health care across a number of areas including after hours care, aged care services, mental health and eHealth.

To assist in the delivery of this vision IEMML seeks energetic and innovative clinicians committed to providing high quality services and supporting local GPs and other primary healthcare service providers.

**Position Summary**

This position will operate as a vital member of the IEMML Mental health program. The program currently provides short term focused psychological services for low income residents, child mental health and post natal depression (contracted), an Aboriginal and Torres Strait Islander program (contracted) Partners in Recovery (contracted) and the Mental Health Nurse Incentive Program team.

Our management includes a program manager with our senior nurse providing the clinical lead for the mental health programs.

This federally funded program provides assessment, brief intervention and support to individuals at low-to-moderate risk of suicide, who have expressed suicidal ideations and who are able to be managed in a primary health setting.

The program provides service at a critical point in individual’s lives until longer-term supports can be provided. Individuals referred to the program do not require a mental health diagnosis nor do they require a Mental Health Treatment Plan.  Referrals are accepted from GP’s. Health professionals, Community Mental Health, Emergency Departments, general counselling services and Community Health can refer through their GP.

For more information refer to the ATAPs suicide prevention guidelines on the Federal Department of Health website.

This position will focus on suicide prevention triage, assessment and service delivery in partnership with suitable private providers. It will provide triage advice and support for mental health programs delivered by contracted services and may also provide other mental health services as negotiated. This broader role to support IEMML mental health programs is to intentionally provide a varied role for the successful applicant.

**Key Selection Criteria**

**Qualifications/Technical Expertise:**

* Relevant tertiary qualifications in psychology, social work, occupational therapy or mental health nursing.
* A minimum of five years’ experience in providing evidence based therapeutic interventions to people with mild to moderate mental illness.
* Experience in undertaking comprehensive assessments, risk assessments and wellness recovery plans.
* Experience in working in a collaborative recovery model.
* Understanding of primary care and the services and supports applicable to people with mild to moderate mental illness.
* Understanding of privacy, confidentiality and duty of care.
* Knowledge of:
  + current mental health diagnostic criteria
  + current Mental Health Act.
* Computer skills
* Capacity for relevant credentialing including:
  + Professional indemnity insurance
  + Police Check
  + Working with Children Check
* Reliable car and driver’s licence.

**Personal Qualities:**

* Highly developed communication and interpersonal skills to work proactively with managers, staff and stakeholders.
* Self-motivated with the ability to work independently and as part of a team to achieve organisational goals.
* Strong analytical problem solving skills with the ability to analyse issues and provide advice upon which decisions can be based.
* Excellent organisational and time management skills.

**Desirable Knowledge and Skills:**

* Broad knowledge and understanding of the mental health service system and/or children’s and schools services.
* Knowledge of primary care mental health programs, including ATAPS.
* Demonstrated experience in working with a range of health professionals.

**Duties, Responsibilities and Tasks**

**Key Responsibilities:**

The successful suicide prevention clinician will function in the context of a team of skilled clinicians based at IEMML in the Burwood office. The role will focus on suicide prevention however may provide and or support other mental health services as required. All clinicians in this team will have shared duties which include:

* Provide intake and access functions to IEMML mental health programs.
* Provide therapeutic intervention for people at low to moderate risk of suicide.
* Understand and work to the relevant ATAPS program guidelines.
* Develop policies and procedures to support targeted ATAPS services.
* Assist in the implementation of a clinical governance framework for the ATAPS program.
* Build positive relationships with internal and external stakeholders though regular and positive communications.
* Liaise with referrers keeping them informed of progress.
* Appropriately refer and/or support referrals to other mental health providers engaged in delivery of appropriate care.
* Liaise with local health services to ensure common understanding of referral pathways.
* Assist in the promotion of the service to General Practice, Emergency Departments and other services.
* Assist in development of policies, procedures and documentation for the program.
* Support other clinical programs delivered by IEMML as directed.
* Act as an ambassador for IEMML

**Management and Administration:**

* Provide support to ATAPS Steering Committee and any sub-committees
* Participate in staff support meetings.
* Ensure maintenance of professional standards of activities.
* Develop and undertake appropriate evaluation activities.
* Participate in ongoing development of activities.
* Participate in staff performance appraisal.

**Other duties as required.**

**Key Relationships:**

* **Internal:** Mental Health and Clinical Services Manager; Manager - Clinical Services and Clinical Service staff.
* **External**: Regional mental health service providers, DoH, Eastern Health, Southern Health, St Vincent’s, regional education providers, Maternal and Child Health services, schools, school welfare services, General Practice

**Remuneration and Benefits**

* These positions are fixed term full time, up to 37.5 hours per week although part time applications will be considered.
* Salary is dependent on qualifications and experience.
* Generous salary packaging is available.
* Superannuation contributions are paid at the current superannuation guarantee rate.
* Reimbursement for travel costs is paid for mileage incurred whilst on business (based on rates as prescribed by the Australian Taxation Office).

**Accountability**

* Position reports to the Manager – Mental Health and Clinical Services.

**PD Version Update**

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| Title | Date | Incumbent Signature |
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