JOB DESCRIPTION FORM

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| Effective date of document | 08/06/2020 |
| Award |  |
| Award Type | HP L1-L3 Dependent on qualifications and experience |

**POSITION IDENTIFICATION**

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| **Title:** | Intake Worker, **headspace** Broome |
| **Reports to:** | Senior Manager **headspace** Broome |
| **Relationships – Internal**  Senior Youth Mental Health Professional  Youth Mental Health Professional  headspace Lead GP  headspace Registrars  Youth Engagement Officer  Youth Vocational Specialists  SEWB Worker  Admin Assistant  All KAMS Staff  **External**  KMHDS staff providing a co-located service at headspace  Other local service providers including but not limited to;  School education staff  WA Country Health Services including CAMHS  Department of Communities | |
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| **Duty Statement** |
| The purpose of the Intake Worker position is to effectively engage and coordinate care of young people referred to the service. As one of the first contact points for young people accessing the headspace Broome Centre the Intake Worker will need to build a positive rapport with a wide range of young people, as well as their family and friends.  The Intake Worker will facilitate referrals and provide appropriate follow up to young people awaiting allocation to a Youth Mental Health Professional.  The Intake Worker works as part of a multidisciplinary team, including GP’s, YMHP’s, SEWB workers, Vocational specialists and Youth Engagement staff. They will also work closely with local community and partner youth and health services to provide holistic and integrated care.  **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities**  Relate to young people in a manner which is relevant and appropriate to developmental and cognitive level of functioning and provide services in a youth friendly and culturally secure manner.  Assist young people seeking support and connect them to the appropriate services within headspace Broome or externally.  *Specific Duties*   * Participate in the access and intake system, answering phone calls and enquiries, assessing needs and facilitating referrals. * Facilitate and monitor the integration and coordination of care to headspace Broome clients durin the initial access period, including active participation in multidisciplinary and interdisciplinary case review meetings. * Manage the weekly Intake Admin process and co-ordinate relevant actions amongst the MDT team. * Provide follow up support to young people awaiting allocation to a YMHP and monitor young people for critical changes and initiate appropriate procedures. * Maintain up-to date client records and comply with data collection standards * Other tasks as directed by the Senior Manager, to support the operational requirements of the service. |

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| **Selection Criteria** |
| **Essential:**   1. Tertiary level qualification in mental health or community services or related discipline that provides a sound understanding and knowledge of working with young people with mental health challenges. 2. Knowledge and understanding of mental health, including psychoeducation and brief interventions 3. Exceptional interpersonal skills with the ability to work with a diverse range of people. 4. Highly developed verbal and written communication skills 5. Excellent organizational and time management skills, including the ability to prioritize and manage multiple and competing work tasks and deliver to agreed deadlines 6. Ability to work both independently and collaboratively as a productive team member 7. A broad understanding of the challenges and experiences of young people in the Kimberley region. 8. Current National Police Clearance, WWCC or willingness to obtain one   **Desirable:**   1. Knowledge and ability to develop and deliver group based skills training activities to assist young people’s psychosocial functioning (eg life skills, anger management, problem solving, conflict resolution) 2. A broad understanding of the mental health and primary health system within the Kimberley 3. Adaptability and flexibility to changing work environments and requirements. 4. WA “C” Class Driving License |

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.kams.org.au**](http://www.kams.org.au) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |