

Western District Health Service

Position: Headspace Coordinator
Classification: HS2
Reports To: Senior Counsellor
Award and Conditions: Administrative Officers Award
Minimum Qualifications:

Tertiary qualifications in health, welfare or related sciences

PRIMARY OBJECTIVES:

- Deliver integrated primary care services with a range of education, training and employment services.
- Increase the incidence of early detection and early intervention.

ACCOUNTABILITIES:

- Responsible for the day to day promotion, intake, assessment and coordination of South West Victoria headspace in the Southern Grampians Shire.
- To increase early access to and use of health and other services for young people (12 – 25 yrs) who have or may be at risk of developing a mental health and/or substance use disorder or have other complex needs.

DUTIES AND RESPONSIBILITIES:

Service Provision

- To identify young people 12 – 25 yrs who require assistance with mental health problems, substance use problems, education, training or employment concerns, or other care or service needs.
- Provide information to clients regarding the nature of mental health and substance use problems, other information services available and how to access these.
- Provide an integrated intake service for young people referred to or accessing the South West Victoria **Headspace**, which will include conducting psychosocial assessment and screening of young people project according to policies and procedures
- Actively facilitate the referral of young people to appropriate services either within the South West Victoria **Headspace** Project or other community agencies.
- Work collaboratively with the client, the client's carers and other agencies to determine care or service needs and assist with the coordination of care/service needs as required.
- Document results of assessment and screening and present cases for allocation and review in conjunction with other **headspace** team members.
- Advocate on behalf of young people whose care needs are being coordinated by **headspace** (e.g., with other workers, schools, employers etc).

Service Coordination

- With support from the Warrnambool based Practice Manager, monitor and support the **headspace** associated clinical practice at the local level
- Assist in the implementation of a shared model with GPs through the Medicare Benefits Schedule.
- Coordinate the integrated clinical referral pathway to ensure each **headspace** site is adequately resourced by GP's, psychologists and other allied health practitioners to deliver clinical services.
- Facilitate the Southern Grampians Multi Agency Referral Team meetings to ensure prompt and appropriate client allocation, coordinated access to clinical service pathways and regular clinical case reviews.
- develop and implement policies and procedures related to clinical practice at the Southern Grampians **headspace** site
- Assist and support the South West Victoria **headspace** Regional Manager in the coordination and administration of this project

Strategic Development

- Participate in strategic planning processes at the South West regional level.
- With the support of the Regional Manager, provide leadership to the strategic development of **headspace** in the Southern Grampians Shire.
- Contribute to the development of South West Victoria **headspace** program strategies, plans and timelines and adhere to plans for the successful implementation of the program.
- Assist in the development and implementation of protocols and procedures and a range of supporting resources for use by members of the South West Victoria **headspace** team, consortium partner organizations and other service providers/organizations referring clients to **headspace** or taking referrals from **headspace**.
- Identify and support opportunities for social recovery activities for young people in the Southern Grampians Shire.

Service Promotion

- Take a pro-active role in developing relationships with other community service agencies and government sectors to facilitate referral pathways to **headspace** services.
- Promote the program, communicate regularly with, and build and maintain collaborative working relationships with program partners and all relevant stakeholders in the program.

Service Evaluation

- Assist with the development and implementation of the local evaluation of **headspace** (including data collection and entry into national minimum data sets), continuous quality improvement activities, and contribute to the national evaluation as required.

Training and Education

- Oversee the delivery of nationally developed education and training for **headspace** clinical service providers and other stakeholders for the Southern Grampians Shire.
- Participate in appropriate education and training activities to develop and maintain necessary knowledge and skills required to fulfill the responsibilities of the position.

Quality Assurance

- Develop and participate in quality improvement activities related to clinical processes.
- Comply with the policies adopted by the Executive Group for the conduct of the operations of **headspace** project.
- Develop and implement policies and procedures related to appropriate data and records management and outcome data and measures related to clinical service delivery.

- Prepare recommendations, reports and proposals as necessary to meet program requirements and document processes and findings of the program.
- Ensure the clinical practice environment is such that it is able to meet the ongoing requirements of practice accreditation.

Inherent Physical Requirements

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles

Other Requirements

- Current police check is required for this role
- Current working with children check is required for this role
- Current driver’s licence is required for this role
- This role may require the incumbent to work a variety of shift lengths, rotating morning, afternoon and evening shifts, and/or weekend work
- Some after hours work may be required in this position

Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

APPROVALS	Name	Signature	Date
Divisional Head:	Rosie Rowe		
Department Head:	Mary-Anne Maylor		
Employee:			

Position code: <i>Human Resources Department use only</i>	CS_HeadCoord_JD02
Date revised: <i>Human Resources Department use only</i>	October 2010

When revised please forward electronic copy to:
Human Resources Department [email: human.resources@wdhs.net](mailto:human.resources@wdhs.net)