



POSITION DESCRIPTION

Position	Mental Health Services Manager – Maternity Leave Position (Employee Classification – Program Manager)
Reports To	Chief Executive Officer
Hours of Duty	24 hours per week Monday to Friday excluding Public Holidays – actual days as negotiated (may be combined with up to 14 hours per week MPDGP clinical work as available)
Award and Conditions	As per employment contract
Minimum Qualifications	Mental Health Nurse or Allied Health Professional, either: <ul style="list-style-type: none">▪ Registered MH Nurse Division 1; or▪ MH Social Worker; or▪ Psychologist; or▪ MH Occupational Therapist; or▪ Aboriginal and Torres Strait Islander mental health worker Recognised training, demonstrated experience and skills in Cognitive Behaviour Therapy, Interpersonal Therapy or other Focussed Psychological Strategies Professional registration to practise as applicable (with appropriate national/state authority) Experience and/or qualifications in professional clinical supervision Current Victorian Working With Children Check Understanding of Microsoft applications Current drivers licence
Desirable Qualifications	Graduate or post graduate studies in the field of mental health or other appropriate discipline/s Membership of appropriate professional college Experience in MH Management including report writing to funding bodies (e.g. Commonwealth Government)

PRIMARY OBJECTIVES:

Oversee and manage all aspects associated with the mental health program areas (in consultation and liaison with co-managers and the Chief Executive Officer as required and as appropriate):

- Better Outcomes in Mental Health Care – Access to Allied Psychological Services (ATAPS)
- Mental Health Nurse Incentive Program
- Mental Health Services in Rural & Remote Areas
- Other relevant mental health programs/initiatives which may be implemented.

To coordinate delivery of quality mental health services in line with funding agency guidelines within the boundaries of the Murray-Plains Division of General Practice region.

POSITION DUTIES AND RESPONSIBILITIES:

The Mental Health Services Manager will oversee and manage all aspects of their relevant program areas through:

- Regular team meetings
- Regular mental health program reviews
- Staff recruitment
- Staff management – rostering/deployment, annual leave, TIL, sick leave approval within delegation
- Maintenance of Clinical Governance Requirements:
 - Professional clinical supervision (or coordination of alternative supervision arrangements) of mental health clinical team members
 - Annual & probationary staff performance appraisal
 - Identify, develop and keep a record of staff professional development schedule and opportunities
 - Development and implementation of a range of clinical policies/procedures, patient information and GP educational resources
- Budget development and control in consultation and liaison with Business & Operations Manager – sign off expenditure within delegated program budgets (whilst keeping CEO informed of significant program developments and issues)
- Development/collection of relevant statistical requirements for the mental health Program
- Program reporting – ensuring reports are completed as per statutory requirements
- Provision of monthly operational report to Board of Management

- Support GPs in their relationships with local Area Mental Health Services
- Participate in appropriate meetings, seminars and conferences as directed by the Chief Executive Officer
- Commitment to Quality Improvement activities within the Division where appropriate, including participation in accreditation and complaints management processes
- Actively participate in personal/professional development activities inside and outside the Division, including maintenance of professional registration

SUPPORT

The following will be provided to the Mental Health Services Manager:

- Dedicated external management training course/s as required
- Mentoring by Chief Executive Officer and support from Business & Operations Manager, Practice Capacity Manager and Program Services Manager

KEY SELECTION CRITERIA

ESSENTIAL

1. Have qualifications and demonstrated experience in a mental health profession (mental health nurse, psychologist, MH social worker or MH occupational therapist)
2. Experience in the management of a team of mental health clinicians
3. Possess strong organisational and management capabilities including prioritisation and time-management skills
4. Possess high level inter-personal skills particularly in the field of communication
5. Familiarity with the primary mental health care environment
6. Possess a high level of computer literacy
7. Work with discretion and observe confidentiality and privacy provisions.
8. Be well presented, and prepared to represent the organisation at external forums
9. Possess a current driver's licence.

DESIRABLE

10. Possess some understanding of Division programs environment
11. Experience in or familiarity with report-writing to funding agencies
12. Familiarity with the local health/medical environment – in particular, the current National Health Reform landscape

DUTIES OF EMPLOYEES:

Employees must:

- Carry out their duties in a manner, which does not adversely affect their own health & safety or that of others
- Cooperate with measures introduced in the interest of health & safety
- Undertake any training provided in relation to Occupational Health & Safety
- Immediately report all matters that may affect workplace health and safety to their superior
- Adhere to all Commonwealth and State legislative requirements
- 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