Position Description

Mental Health/AOD Program Officer

Position Details

Reports to | Manager Vulnerable Communities
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Employment Term | Fixed term contract until 30 June 2018 *(subject to funding)*
Hours | Full Time
Location | Based at a GPHN office location, with frequent travel to work sites across Gippsland and to Melbourne as required.
Position number | GPHN032

Organisation Context

Primary Health Networks are primary health care organisations working to coordinate primary health care delivery and tackle local health care needs and service gaps. They will work with general practice, allied health and community health care providers to drive improvements and greater integration in primary health care and ensure that services are better tailored to meet the needs of local communities.

The Gippsland Primary Health Network (GPHN) plays an integral role in the delivery of a number of primary and mental health programs.

Role Overview

The role of the Mental Health/AOD Program Officer is to ensure the delivery of outcomes under the Primary Mental Health Care funding agreement with the Department of Health. Examples of programs currently funded include the Access to Allied Psychological Services (ATAPS) Program, Partners in Recovery (PIR) Program, and Mental Health Nurse Incentive Program (MHNIP), and will extend other services such as headspace, Suicide Prevention services and AOD treatment services.

A key aspect of the role will be to contribute to the regional planning and implementation of a stepped care model of mental health in Gippsland.

The Mental Health/AOD Program Officer will also provide input to and seek opportunities for continuous improvement relating to the delivery, monitoring and performance of mental health and AOD programs across Gippsland.
Position Requirements

Duties & Responsibilities

- Ensure contracted performance outcomes for the mental health and AOD programs are delivered, monitored, and reported according to the Primary Mental Health Care funding agreement with the Department of Health.
- Work closely with the Commissioning team to assess need, plan, and design, procure, and monitor the performance of commissioned mental health and AOD services.
- Deliver all aspects of program and contract management for allocated funded programs, including financial management.
- Develop communication and engagement plans and resources to support and enhance the delivery of funded mental health and AOD programs across Gippsland.
- Contribute and support mental health/AOD workforce development, education and training and communication with stakeholders to support success of funded programs and the mental health system broadly.
- Strengthen formal linkages with stakeholders and community members involved with mental health/AOD services across Gippsland.
- Support the GPHN clinical governance framework by ensuring that processes within funded mental health/AOD programs adhere to this framework.
- Develop and maintain administration systems as they relate to programs.
- Coordinate the management and quality control of Minimum Data Set (MDS) data and reporting for funded programs.
- Utilise GPHN Clinical Councils and Community Advisory Committees to guide service delivery.
- Influence and contribute to high performing working relationships across all teams within GPHN.
- Provide operational support and supervision to other team members as requested by the Manager Vulnerable Communities.
- Maintain and improve working relationships with external stakeholders and partners in collaboration with the Manager Vulnerable Communities and all GPHN teams.
- Be able to work cooperatively and effectively in a team environment.
- Any other duties reasonably requested by the Manager Vulnerable Communities.
Key Selection Criteria – Qualifications, Knowledge, Skills & Experience

To be considered for this role, candidates must have and address the following:

- Tertiary qualification/s in a relevant field, and 3-5 years’ experience working in the health sector;
- Demonstrated experience in the delivery of mental health and/or AOD programs through external providers or through a direct service model;
- Strong project and financial management skills;
- Demonstrated knowledge and experience in the application of a sound clinical governance framework as it relates to contracted services and providers;
- Demonstrated experience in stakeholder communication and engagement, with excellent written and verbal communication skills;
- Demonstrated experience in working in and contributing to a team environment; and
- Demonstrated ability to use technology to improve efficiency and outcomes.
- A demonstrated ability to deal with confidential information with discretion and sensitivity.
- Understanding/awareness of the primary health service system and contemporary health policy issues in primary care.

General Requirements

Candidates are also required to:

- Provide a current Victorian National Police Check certificate;
- Provide evidence of your professional qualifications; and
- Hold a current Victorian Driver’s Licence.

Organisational Requirements

Occupational Health & Safety

Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment, being familiar with OH&S legislation and by participating in OH&S training or drills where required.

Continuous Quality Improvement

Identify continuous quality improvement opportunities; participate in the development of quality procedures and processes and contribute to internal and external continuous improvement activities as required.
**Performance Management Framework**

Actively participate in supervision and an annual performance plan, which determines key responsibilities, strategies and performance indicators, which are in line with the organisation's Strategic and Business Plans.

**Legal Compliance**

Knowledge and understanding of relevant legislation and acts applicable to employment at GPHN and as stated in the Policies and Procedures.

**Employer of Choice**

GPHN is a great place to work; where employees are respected, valued and empowered.

Encouraging leadership, learning and engagement, our culture creates opportunities for all - striving towards a measurably healthier Gippsland.