

## Greater Western Area Health Service

### Position Description

#### Position Identification

<b>Recruitment No.</b>	GW58491		
<b>Position Title:</b>	TEAM LEADER, MERIT & OPTIONS PROGRAMS		
<b>Facility Code:</b>	4001	<b>Facility Name:</b>	Entity 4001
<b>Department Code:</b>	832337	<b>Department Name:</b>	MERIT Program - Dubbo
<b>Classification:</b>	HSM2		
<b>Award:</b>	01 - Health Managers (State) Award		
<b>Employment Status:</b>	Temporary Full Time		
<b>Date of Review:</b>	June 2009		

#### Organisational Environment

The Drug & Alcohol Services within the Central & Castlereagh Clusters of the Greater Western Area Health Service (GWAHS) provides drug & alcohol services to an area covering 116,400 square kilometres; 14.6% of New South Wales and has a population of around 103,000.

Drug & Alcohol services operate under GWAHS, and the Mental Health Drug and Alcohol Office in the NSW Health Department.

Key objectives and frameworks for Drug and Alcohol services are outlined in the Drug and Alcohol Plan 2006-2010 (NSW Health).

Drug & Alcohol Services in GWAHS provide a range of strategic development and clinical services across the lifespan based in towns across the Area. These services include assessment and early and brief intervention, case management, court diversion programs, inpatient detoxification services, health improvement, staff development, quality initiatives, and information development.

This position may be located in either Dubbo or Wellington.

#### Reporting Relationship

Deputy Manager Drug & Alcohol or delegate

#### Purpose Of Position

The Magistrates' Early Referral Into Treatment (MERIT) Program and OPTIONS Program, provide case management for defendants who have entered the criminal justice system and have a demonstrable drug and/or alcohol problem. The MERIT and OPTIONS programs have come out of the Commonwealth/State Agreement relating to the Illicit Drug Diversion Initiative of the Council of Australian Governments(COAG)and the NSW Alcohol Summit.

The goals of these court diversion programs are to reduce the drug use and related criminal activity of defendants. As well as addressing drug use, treatment aims to improve health and social functioning. The Program currently services the areas covered by the Dubbo local court (MERIT) and Wellington local court (OPTIONS).

The purpose of this position is to coordinate and provide day to day management of the MERIT and OPTION Programs, Greater Western Area Health Service (GWAHS).

The Team Leader will be required to effectively administer the day-to-day functioning of these programs, liaise closely with members of the legal system, non-government and other agencies and provide guidance and supervision to the case management team.

The Team Leader will also serve as the clinical leader for the Program staff providing expert clinical service in Drug and Alcohol matters to designated staff, which will involve delivery of clinical education, training and staff management. The Team Leader will develop, recommend and regularly review the Program systems and practices to ensure evidence based practice in terms of but not limited to client assessment, case management, clinical review and reporting of client mechanisms.

This position is funded to June 2009. There is a possibility that further funding will be received to permit the position to continue well beyond this date.

## SELECTION CRITERIA

### Essential Criteria:

Tertiary qualifications and NSW registration (or eligible for same) in a Health or Welfare related discipline such as Psychology, Social Work or Nursing.

Demonstrated experience in working within the Criminal Justice system including preparing and reviewing legal reports

Proven clinical experience working at an advanced level with mental health/drug & alcohol client groups.

Demonstrated knowledge and experience in case management and assessment

Demonstrated excellent written and verbal communication skills and proven ability to communicate, liaise and network with a range of services, in particular Court, Police, Legal and Health agencies.

Demonstrated capacity in management and strategic planning processes.

Proven high level leadership skills

Well developed computer skills and the ability to work within a computerized environment

Current licence to drive in NSW

### Desirable Criteria:

## Duties

### 1. MANAGEMENT/ADMINISTRATION

1. Ensure efficient utilisation of human resources within the MERIT and OPTIONS Programs.
2. Undertake staff recruitment and selection as necessary to provide adequate staffing for the Programs.
3. Plan and manage staff leave.
4. Ensure that the development and implementation of appropriate and effective communication systems occur within the MERIT and OPTIONS teams including regular Program meetings
5. Oversee maintenance of accurate records and minutes of Program meetings.
6. Appropriately disseminate information in a timely manner to Program staff.
7. Be cognisant of and implement relevant cluster and Area Mental Health /Drug & Alcohol, GWAHS and Department of Health policies.
8. Contribute to formal service and strategic planning processes within Central Cluster and Greater Western Area Health Service as required.
9. Ensure clinical information systems are maintained and updated by all clinical staff.

10. Prepare and analyse updated reports of clinical activity and program performance
11. Assist in the development and review of budgets and associated reporting requirements
12. Monitor expenditure against the annual budget monthly and address variances
13. Ensure appropriate utilisation of resources by controlling equipment and stock ordering.
14. Monitor the use and maintenance of equipment ensuring use is in accordance with DOH and GWAHS policy and practice.
15. Efficiently administer the smooth day to day functioning of the Programs
16. Deal promptly and appropriately with complaints regarding the Program and/or service staff including disciplinary procedures involving staff
17. Maintain open communication with Drug and Alcohol Deputy Manager regarding all aspects of client and staff management.
18. Develop and maintain networks and cooperative relationships with other relevant agencies, committees and departments of the Area Health Service, the Legal System and local Non Government Organisations (NGO's).
19. Maintain regular communication with the Senior Magistrate/Magistrate concerning the delivery of service to the courts
20. Participate as a member of both the MERIT/OPTION Program and the Central Cluster Drug and Alcohol teams, and attend Program and cluster meetings.
21. Support and encourage MERIT and OPTIONS staff to participate as a member of the MERIT/ OPTION Program and the Central Cluster Drug and Alcohol teams.
22. Perform other duties as the Drug and Alcohol Deputy Manager may, from time to time, direct.

## 2. CLINICAL

1. Liaise with health care disciplines for the provision of services to meet client needs.
2. Implement and monitor the case plan system ensuring that it identifies needs, risks, long and short term goals, and means to achieve those goals.
3. Develop, implement and monitor detailed and comprehensive client profiles through investigative interviews, visits to residences, employers, relations and other relevant locations in accordance with policy.
4. Carry out reviews of relevant material, such as criminal histories, in order to determine appropriate assessments.
5. Contribute to the process of assessment and case management as needed including managing complex cases.
6. Monitor the preparation of reports to courts, including client assessments, reviewing/vetting court reports, and other pertinent information
7. Monitor and maintain staff provision of confidentiality
8. Establish and maintain clinical reviews as required for all clients of the service
9. Develop and implement strategies to delegate workload safely and fairly among the staff
10. Promote and support the principles of Primary Health Care.
11. Remain aware of changes in drug and alcohol practice and implement research based changes when necessary.
12. Ensure all interventions and other activities are recorded in accordance with established information requirements.
13. Assist in the development and monitoring of early and brief intervention programs
14. Act as a role model as an expert clinician in the clinical setting.

## 3. Quality Improvement

1. Actively promote involvement in quality activities and customer focused initiatives.
2. Initiate and participate in continuous quality improvement projects and Program accreditation
3. Participate in the review and evaluation of the Program
4. Implement recommendations from any evaluations of the MERIT and OPTIONS Programs.
5. Take a flexible approach to adapting to innovations and required practice change and continuously learn from a variety of experiences
6. Review position descriptions annually or as required

## 4. Staff Development

1. Oversee the development of Court Diversion Program staff education and orientation programs.
2. Ensure comprehensive orientation of new staff
3. Ensure case management staff are skilled and adequately prepared to provide assessment,

intervention and referral in a range of settings.

4. Ensure performance appraisals are conducted annually and as required on designated staff.
5. Act as a resource person to staff members.
6. Encourage and support the personal and professional development of staff in your direction including access to clinical supervision.
7. Maintain own education through attendance at training and development sessions outside and within Area Health Service as directed by Deputy Manager Drug and Alcohol
8. Ensure up to date knowledge of current practice trends and issues related to the position
9. Support student placements within the MERIT and OPTIONS Programs

### **Supervisors/ Line managers (controllers of work premises):**

- Abide by the Occupational Health and Safety Act 2000 and Occupational Health and Safety Regulation 2001
- Ensure that the work area (including plant and substance) within their control is safe and without risks to health
- Cooperate with the health service management in the application of OHS policies and procedures, including hazard inspection and reporting, accident/ incident investigation, and consultation with staff on OHS matters

### **Employees:**

- Abide by the Occupational Health and Safety Act 2000 and Occupational Health and Safety Regulation 2001.
- Take reasonable care of the health and safety of others
- Cooperate with the health service management in the maintenance of a safe working environment by reporting all injuries, hazards and hazardous incidents to their immediate supervisor or to the Occupational Health and Safety Committee.
- Comply with any Safe Work Practice which has been established, including wearing any Personal Protective Equipment. Employees must not interfere with or misuse anything provided in the interests of health, safety and welfare.

### **Standard Requirements**

(All employees;)

- are required to abide by the Code of Conduct, maintain confidentiality and act professionally and within ethical boundaries
- are required to participate in the Performance Management process. Evaluation of performance will be based on achievement of performance goals and/ or overall performance in relation to Business Plans
- adhere to all policies, procedures and legislative requirements in relation to Anti Discrimination and Equity in Employment Opportunity requirements
- adhere to all policies, procedures and legislative requirements in relation to Ethnic Affairs Priority Statement and Principals of Multiculturalism Act 2000
- are required to participate in continuous quality improvement activities and accreditation processes
- be aware of the Department of Health Environmental Policy and be committed to the Area Waste Management Policy for reduction and Minimisation of Waste
- must co-operate with the requirements of the Occupational Screening and Vaccination Against Infectious Diseases policy or, where this is refused, must acknowledge in writing their non-participation and understanding of the risks consequent upon non-participation
- abide by the GWAHS non-smoking policy at all facilities
- to attend mandatory training that is appropriate to their position.

### **Criminal Record Check:**

Criminal Record Checks are conducted on all potential and current employees of the GWAHS

### **Working with children check:**

Positions where the duties are primarily in direct contact with children and where that contact is unsupervised require a "working with children check"

**Immunisation Status Of Position:**

***Category A - Contact with clients or contact with blood, body substances or infectious material.***

Staff Who have contact with clients and those working in laboratories and departments of forensic medicine/morgues.

**Employee Declaration**

I have read and understood the information contained within this Position Description.

Print Name

Date

Signature of Employee