



Position Details

Position Title	Project Officer – Mental Health & AOD
Mode of Employment	Fixed term Full time until 30 June 2019
Award/EBA	Victorian Stand-Alone Community Health Services Stand Alone (Health and Allied Services, Managers and Administrative Officers) EBA 2011-2015
Classification	Grade 4
Salary Packaging	Up to \$15,900 per annum is available. Other eligible packaging items may apply.
Department/Team	Mental Health and AOD
Location	Hawthorn with travel to other locations including Carrington Health and Link Health and Community
Reports to	Project Manager, Mental Health & AOD
Direct Reports	Nil
Probationary Period	A three month probationary period will apply
Working with Children Check required	Yes, a requirement for this position
Medicare Registration Provider number required	Not a requirement for this position
Professional Registration required	Not a requirement for this position
Police Check required	Yes, a requirement for this position
Disability Worker Exclusion Checklist required	Yes, a requirement for this position
Driver's Licence required	Yes, a requirement for this position

Position Summary

Organisation Background	<p>Access Health and Community (AccessHC) is the new name for Inner East Community Health Service (iehealth) and Manningham Community Health Services. AccessHC is a community health service operating across 12 sites in the Cities of Boroondara, Manningham and Yarra offering a range of medical, health and community services.</p> <p>AccessHC is a not for profit organisation with caring at its centre. Employing over 300 staff, our Mission is to build healthier lives together with our communities and deliver excellent health services for all. A high priority is placed on improving the quality of</p>
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our client's lives through health education and health promotion and the delivery of integrated services. Whilst the majority of services are provided through funding from Federal and State Government programs, private practitioners also operate at the clinical sites.

AccessHC maintains the following Values:

- **Equity** - *We believe everyone is entitled to good health*
- **Collaboration** - *We work together to achieve our goals*
- **Integrity** - *We act honestly and ethically at all times*
- **Accountability** - *We take ownership of our actions and behaviours to ensure we achieve our goals*
- **Innovation** - *We drive innovation for better care*
- **Excellence** - *We strive to be the best at what we do.*

AccessHC: Mental Health Services

AccessHC has a diverse and growing mental health service, which includes the Stepped Care Mental Health program, mental health services for adults, youth mental health services (headspace Hawthorn) and alcohol and other drug (AOD) services.

This position is based within our Mental Health Team, who primarily support adults with mild to moderate mental health concerns. The Mental Health team at AccessHC provides a range of community-based mental health services including intake and brief intervention, counselling, care coordination, peer support, mental health nursing and group programs. Funding includes community health counselling, fee-for-service, NDIS and Stepped Care funding streams.

Connect4Health Consortium:

AccessHC is part of the Connect4Health consortium, a partnership of the three community health services in the Inner East with Carrington Health, and Link Health and Community. Connect4Health, with AccessHC as the lead agency, established a co-ordinated response to mental health, and alcohol and other drugs in 2016. This work is supported by the Executive Director of AOD Services (Connect4Health).

The Connect4Health consortium believes better outcomes can be achieved by acting in partnership rather than alone, recognising that each service has a unique contribution to make to their own communities. The consortium aspire and work to improve the health and wellbeing of our four communities by reducing the burden of disease through collaborative effort, and we are committed to assisting our communities to maximise social inclusion for all.

The respective Board and Chief Executives have developed a comprehensive action plan to guide this work in a planned and strategic way so that outcomes of our collective efforts are maximised, resources utilised efficiently and that activity is constantly monitored and evaluated.

	<p>The consortium closely aligns with our organisational core values of working in partnership with like-minded services to deliver high quality, cost effective services for those most vulnerable in local communities. There is a strong commitment to combined purpose and accountability in this model and we are proud to have taken this important step.</p>
<p>Stepped Care Mental Health Services</p>	<p>Access Health and Community, with Connect4Health partners Carrington Health and Link Health and Community, were successful in tendering for funding from the Eastern Melbourne Primary Health Network (EMPHN) to deliver the Stepped Care Mental Health services in the Inner East.</p> <p>The Stepped Care Model is an evidence-based, staged system of care, comprising a range of help and support options of varying intensity to match the level of need and complexity of the conditions being experienced by any given consumer. The level of care is continually re-assessed during treatment and the consumer can ‘step up’ and ‘step down’ their level of support as required.</p> <p>The Stepped Care program will include a multidisciplinary team comprising intake and brief intervention clinicians, peer support workers, care coordinators, mental health social workers, psychologists, dual diagnosis clinicians and mental health nurses. The program is also supported by a Project Manager and Project Officer who assist with capacity building and implementation of the new service.</p> <p>In the stepped care model, consumers are provided with a range of multi-disciplinary services which vary in their intensity and focus. Consumers can ‘step up’ and ‘step down’ according to their need and complexity.</p>
<p>Medication Support and Recovery Service</p>	<p>The Medication Support and Recovery Service (MSRS – www.msrs.org.au) is a unique addiction treatment service specialising in helping people who use prescription and over-the-counter medications. It was commissioned by Eastern Melbourne PHN and supported by funding from the Australian Government under the PHN program.</p> <p>The MSRS is in community health based program that provides specialised pharmaceutical treatment services. The program offers therapeutic counselling, nurse withdrawal, nurse practitioners, and peer support services.</p> <p>Currently, the MSRS is delivered through three service hubs throughout the Eastern Melbourne PHN, with each hub having a lead agency; Inner East hub (Access Health and Community), Outer East hub (Inspiro), and North East hub (Banyule Community Health). In addition to centre-based services, the MSRS also offers telehealth consultation solutions.</p>
<p>Position Purpose</p>	<p>The Project Officer will work with the MSRS and Stepped Care Mental Health services. These programs are a collaboration between Connect4Health consortium (Carrington Health and Link Health & Community), with AccessHC as the lead agency.</p> <p>The Project Officer will assist with the development and implementation of the Stepped Care Mental Health program, and assist with the ongoing implementation and delivery of the MSRS. The Project Officer role will be supported by a part-time</p>



	<p>Project and Communications Officer, and report into the Project Manager of Mental Health and AOD (AccessHC).</p> <p>The Project Officer will assist with the implementation of the stepped care model, coordination and integration across the services. The Project Officer will also provide operational guidance and support to program staff and ensure that the funding body reporting requirements are met.</p> <p>The Project Officer will be based at the AccessHC Hawthorn site. The role will include some travel to the Stepped Care and MSRS partner agencies and other sites in the area to ensure that the program is implemented consistently. It is expected that the Project Officer will also spend time meeting with external stakeholders to facilitate referral pathways and promote the service within the community.</p>
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Position Functions

<p>Key areas of accountability</p>	<p>Project Establishment & Implementation</p> <ul style="list-style-type: none"> • Assist with establishing and coordinating consumer participation and consultation to contribute to the co-design, implementation and evaluation of the Stepped Care and MSRS programs • Assist with needs analysis to ensure the programs are locally responsive and flexible to the community needs • Assist in the development of promotional materials, information and documents to support the implementation of the programs • Support the Project Manager of Mental Health & AOD Services to explore and identify service development opportunities <p>Partnerships and Networking</p> <ul style="list-style-type: none"> • Help establish referral pathways and connections with key stakeholders, including GPs, the Primary Health Network and other health professionals • Promote the stepped care and MSRS services to the community, consumers and key stakeholders across the region • Help develop, coordinate and deliver community engagement and capacity building activities with local stakeholders <p>Quality and Governance</p> <ul style="list-style-type: none"> • Complete quarterly and annual program reports as required • Maintain high quality data recording as per program requirements • Assist with the evaluation of the MSRS and Stepped Care models (using an external evaluator) in line with AccessHC requirements • Work with Connect4Health Managers and the Steering Committee to ensure a cohesive, effective and efficient service is delivered between the SMH partner agencies • Monitor and report on the operation and performance of the programs, ensuring that the service meets required targets, KPIs and quality processes
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	<p>Integration with Access Health & Community services</p> <ul style="list-style-type: none"> Actively participate and contribute to AccessHC service integration activities as requested by the Project Manager or Senior Manager of Mental Health and AOD Services Represent the service as required in a professional, courteous and empathic manner
Other responsibility areas (all staff)	<p>Quality and Risk Management</p> <ul style="list-style-type: none"> Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures
	<p>Occupational Health and Safety</p> <ul style="list-style-type: none"> Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required
	<p>Professional Development</p> <ul style="list-style-type: none"> Actively participate in relevant continuing professional development as required
	<p>Standard of Conduct</p> <ul style="list-style-type: none"> To abide by the policies and procedures of AccessHC applicable to the maintenance of good order and conduct. To maintain a harmonious and courteous attitude towards clients, the public and other staff

Position Requirements

Applicants are required to provide a written statement addressing the Key Selection Criteria (KSC) with the Cover Letter.

Key Selection Criteria	<i>M = Mandatory D = Desirable</i>
Relevant qualifications and/or demonstrated experience in project management/project coordination	Mandatory
Sound understanding of clinical governance, organisational risk and risk management processes	Mandatory
Excellent time management skills and demonstrated ability to meet targets and deadlines within a project framework	Mandatory
Basic understanding of mental health treatment principles and a genuine desire to assist individuals and families affected by mental ill health and alcohol, medication and other drug use	Mandatory



Access Health and Community is a provider of disability services. Successful applicants will be required to undertake a Disability Worker Exclusion Scheme and if necessary, an International Police check prior to any appointment