

Job Description and Duty Statement

Position Title	Mental Health Professional - Triage and Assessment
Organisation	Boab Health Services
Hours of employment	1 FTE (75 hours per fortnight)
Reports to	Team Leader Mental Health/ Regional Manager
Salary	\$102,275 – \$109,946 per annum. Commensurate with skills and experience.
Location	Broome

Entitlements

- 6 weeks Annual Leave
- District Allowance \$5,200 per annum pro-rata
- Generous Supported Professional Development Opportunities
- Salary Packaging with additional packaging options for remote area living
- Relocation Assistance (where applicable)
- Supported External Supervision
- Remote Travel Allowance (where applicable)

About Boab Health

Boab Health Services Pty Ltd is a not-for-profit primary health care organisation servicing the Kimberley region of Western Australia. Services include Allied Health, Mental Health, the Integrated Team Care program. Boab Health Services delivers these services from centres in Broome and Kununurra with outreach to the wider communities in the Kimberley. For further information about the services we provide visit our website www.boabhealth.com.au

As a member of the Mental Health Team, Mental Health Professionals (Psychologists, Mental Health Nurses, Occupational Therapists, Social Workers and Aboriginal Health Workers) provide evidence-based focused psychological interventions to clients accessing Boab Health Services’ Mental Health service. You will have national registration as well as/or membership with your professional body.

The role also includes the delivery of mental health education to other service providers and the communities within the Kimberley. All members of the Mental Health team work together to deliver outcomes consistent with the company’s Strategic Plan, Business Plan, Annual Operational Plan in support of Boab as a Primary Health Care organisation.

Job Description

Service Delivery and Reporting

- **Provision of initial mental health triage, screening, and assessment**, (see a detailed triage description on page 2) of clients experiencing high prevalence mental health issues or clients at risk of suicide or self-harm.
- **Provision of Mental Health services and care coordination to adults experiencing a persistent complex mental health condition(s)** with the goal of assisting them to stabilise and manage their condition(s) within the primary health care setting.
- Provision of short evidence-based focused psychological interventions to clients referred for counselling services within a range of settings e.g. one or more designated Aboriginal Community Controlled Health services, outreach clinics and hospitals.
- Undertake initial risk assessment and safety planning to clients experiencing suicidal ideation or issues of self-harm.
- Partake in working groups and meetings relevant to service development as identified by Management.

- Provide best practice, evidence-based, effective interventions and group/community education programs.
- Participate in case management with the Mental Health team
- Comply with Boab Health Services policies and procedures including client file documentation.
- Collect and record data required for reporting by funding bodies and Boab Health Services
- Meet reporting requirements for internal reports and as requested by management
- Any reasonable additional duties in keeping with qualifications and capability as directed by management.
- Provide services under Fee For Service (i.e. Employee Assistance Program, Supervision, Individual or Group Debriefing) or through Medicare as directed.

Quality Improvement

- Maintain professional skills through continuing professional development.
- Participation in formal clinical supervision on a regular basis.
- Sharing information from professional development opportunities across the team.
- Supports the Clinical Governance requirements through adherence to Boab Health Services policies and procedures.
- Contribute to the review and further development of relevant policies and procedures as required.

Education

- Deliver educational information to individuals and community groups, including information on primary mental health prevention.
- Provide information to other health care providers and referrers as requested, to assist in the management of high prevalence mental health issues.
- Providing evidenced based self-help materials to individuals and community as required.
- Regularly provide updates to community on service developments.
- Identify any local or regional opportunities to promote the objectives of Boab Health Services

Health Program Development

- In support of the Primary Health Care philosophy support any relevant community events, community group education or skill development.
- Work in partnership within the community to support a collaborative approach to further promote primary health care principles.

Triage

- This position participates in the coordination of an effective and efficient triage service for all referrals received by Boab's Mental Health service. This position acts as the contact for any enquiries regarding the Mental Health service.
- Ensuring completeness and appropriateness of referrals with follow up with referrer as needed
- Works with the Mental Health Administrator to ensure efficient systems for the entry of client information into MMEx.
- Liaises with GPs and community agencies regarding any client issues, referral pathways, client criteria and collaboration in service delivery
- Ensures adequate documentation (manual) of the triage process and ensure that team members are confident to cover the triage role as required.
- Promote relationships with other organisations and referrers with communication regarding wait times, service updates including staff changes, and other information relevant to the Mental Health service.

All staff members working at Boab Health are expected to conduct work activities consistent with relevant health and safety legislation and contemporary best practice. **New employees are expected to undertake a National Police Clearance check prior to employment and a Working with Children Check for Western Australia and to provide evidence of at least 3 COVID-19 vaccinations, unless medically exempt.**

All staff have a shared responsibility to contribute to the effective management of quality, safety and risk and all staff share the authority and responsibility to identify non-conformances and possible improvements and record these instances in order for corrective or improvement action to be taken.

Staff members are to deliver programs with respect to the environment and in accordance with current practices for efficient resource utilization and waste management principles.

Staff members are to conduct all patient/consumer interventions, training and educational activities with respect to the culture and heritage of the individual, group or stakeholder.

We are seeking a professional who has:

- Post-graduate experience using focused psychological strategies with clients experiencing high prevalence mental health conditions.
- Ability to maintain ethical conduct and strict confidentiality regarding clients and staff.
- Proficiency in developing, implementing and managing a diverse range of mental health activities.
- Computer literacy in word processing, spreadsheets, database, and small business operating software.
- Understanding of workplace health and safety issues.
- Flexible approach to work and willingness to learn new skills.

Required Selection Criteria

- National registration to work as a Mental Health Professional (i.e. Psychologist, Mental Health Nurse, Occupational Therapist, Social Worker, or Aboriginal Health Worker/Practitioner).
- Current membership of a professional body such as the APS, ACMHN, AASW or OTA.
- At least 2 years demonstrated experience as a Mental Health Professional including experience or an ability to successfully triage and conduct initial mental health screening assessments for clients with mild to moderate mental health conditions.
- Demonstrated experience using evidence-based focused psychological interventions for clients experiencing high prevalence mental health issues and persistent chronic mental health conditions. Rural or remote experience is desirable including experience with diverse population groups.
- Demonstrated experience in risk assessment and safety planning to clients experiencing suicidal ideation or issues of self-harm.
- Demonstrated high level interpersonal and communication skills (both written and oral) and proven ability to build and maintain relationships.
- Demonstrated organisational and time management skills; including a flexible approach to work, along with the ability to use initiative to work both independently and as part of a team.
- Demonstrated ability to follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality safe services and workplaces.
- Willingness to travel intra and interstate as required (including by light aircraft, watercraft, and 4WD) and possession of a "C class" WA driver's license, or equivalent transferable license.

Further Information

For further information, please contact:

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Boab Health is an Equal Opportunity Employer who values and encourages diversity within its workforce and ensures a smoke free environment for its staff.