

ROLE DESCRIPTION

Role Title:	Child Mental Health Workforce Consultant - Adelaide
Role Reports to:	Senior Child Mental Health Workforce Consultant - Adelaide
Role Created/Reviewed Date:	August 2020
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ORGANISATION

Overview

Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence based practice into the Australian context.

Emerging Minds is the auspicing body for The National Workforce Centre for Child Mental Health funded by the Australian Government. Emerging Minds as the lead organisation has partnered with the Australian Institute of Family Studies, the Parenting Research Centre, the Australian National University and the Royal Australian College of General Practitioners in the establishment and delivery of this initiative.

Emerging Minds strives to build and nurture a culture where inclusiveness is a reflex, not an initiative. Different ideas, perspectives and backgrounds create a stronger and more creative work environment.

Emerging Minds:

- develops innovative information and workforce development resources for clinical and non-clinical professionals to improve the mental health of infants and children;
- supports the development of knowledge, skills and practice for professionals working with children who would benefit from early intervention, including those who experience trauma; and
- supports the development of knowledge, skills and practice for professionals working with the parents and guardians of these children, with a view to assisting parents and guardians to care effectively for their children.

ROLE CONTEXT

Primary Objective(s) of Role

Reporting to the Senior Child Mental Health Workforce Consultant, the Child Mental Health Workforce Consultant will form part of a small team to work at a state and regional level to support the implementation of the workforce development learning products and resources from Emerging Minds. The development of high level relationships with Primary Health Care Networks, key stakeholders and organisations engaged in the delivery of services to children (0 to 12 years) and their parents/guardians is a key feature.

Direct Reports

N/A

Key Relationships/Interactions**Internal**

- Reports to the Senior Child Mental Health Workforce Consultant - Adelaide.
- Manager, Partnership and Implementation
- Other staff within Emerging Minds

External

- Existing and potential partners and major regional stakeholders, who can strengthen Emerging Minds ability to achieve their purpose.
- Primary Health Care Networks, General Practitioners, primary health professionals and child and family health and social services.
- Non-government and community based services such as, but not limited to, Communities for Children, Personal Helpers and Mentors, Family Mental Health Support Services, and child and family services.
- Regional non-government organisations that provide child and family services.

Challenges Associated with Role

Major challenges associated with the role include:

- Supporting the engagement and implementation of the workforce development learning products and resources of Emerging Minds.
- Development of key relationships with Primary Health Care Networks, regional peak bodies and organisations engaged in the delivery of services that can support mental health outcomes for children (0 to 12 years) both adult and child focused services to support the implementation of learning and development strategies.

Delegations

Nil

Performance Development

The incumbent will be required to participate in the organisation's Performance Review and Development Program which. This will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation's values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act
- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct
- Emerging Minds Policies and Procedures

Special Conditions

- An Australian citizen or resident with the right to work in Australia.
- Out of hours work, including intra and interstate travel. Overnight absences will be required on a regular basis. The employee must be willing to fly.

- The appointment is subject to the provision of a current National Police Certificate and a Child Related Employment Screening through the Department of Communities and Social Inclusion.
- Provision of a current National Police Certificate, to be renewed every three years thereafter from the date of issue.
- A Child Safe Environment Certificate must be maintained in accordance with the Emerging Minds policy.
- A minimum current South Australian 'Class C' (or interstate equivalent) driver's license is essential. The employee must be willing to drive throughout the course of their duties
- This position is subject to a 6 month probationary period.

KEY RESULT AREA AND RESPONSIBILITIES

Key Result Areas	Major Responsibilities
Stakeholder Engagement	<ul style="list-style-type: none"> • Promote Emerging Minds, the National Workforce Centre for Child Mental Health to key state/regional stakeholders • Engage organisations working with children who would benefit from early intervention including those who have experienced trauma to support the identification of workforce development needs. • Engage organisations working with parents/guardians of infants and children at risk of mental health difficulties to promote Emerging Minds workforce development products and resources. • Support key stakeholders and organisations to assess readiness and link with the appropriate scaffolded learning. • Support the review of client experience (Clients are described as organisations and people engaging with the development of learning, the process of learning and engagement in the activities of Emerging Minds). • Provide formulated advice with the support of the Senior Child Mental Health Workforce Consultant to regional or local traumatic events/incidents
Workforce Development	<ul style="list-style-type: none"> • Provide face to face training where it links with scaffolded learning and quality improvement strategies. • Ensure key data informs workforce development strategies at regional levels. • Identify and implement opportunities for integrated workforce development planning and delivery within regions and organisations. • Assist in the development of regional or organisational activity workplans to support learning and continuous improvement strategies that support infant and child mental health outcomes
Compliance	<ul style="list-style-type: none"> • Operate under the direction of the Senior Child Mental Health Consultant with accountability to ensure the achievement of program outcomes within contract timelines and budget constraints for the National to Local portfolio • Comply with contractual, legislative, regulatory and policy requirements. • Adhere to Emerging Minds Code of Conduct, conditions of employment and organisational Policies and Procedures.
Continuous Improvement	<ul style="list-style-type: none"> • Support evolving principles and practices to facilitate continuous improvement and position Emerging Minds as a leading Australian and International workforce development organisation.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
Qualifications	<ul style="list-style-type: none"> An appropriate degree level qualification in health, behavioural or social sciences.
Workforce Development Skills	<ul style="list-style-type: none"> Experience in the development, delivery and evaluation of workforce development strategies regarding child and family mental health. Experience in the development and evaluation of implementation and quality improvement strategies. Substantial prior experience in service delivery using empirically supported interventions. Significant experience in working collaboratively with state based and regional programs and practitioners to implement quality improvement and/or workforce development strategies. Experience in the initiation and evaluation of mental health prevention, promotion and early intervention strategies. Demonstrated experience in workforce development and capacity building initiatives.
Communication and Interpersonal Skills	<ul style="list-style-type: none"> A successful record of engaging and consulting with individuals, children, parents and professionals. Excellent interpersonal skills and the ability to engage with a wide range of key stakeholders, organisations and professionals. Proven ability to communicate and synthesise complex ideas both orally and in writing in a strategic, focused and concise manner. Drive, flexibility, initiative, resourcefulness and ability to operate under direction, with high levels of independence to ensure the achievement of program outcomes in tight timeframes. Experience in the delivery of professional development, training supervision and practice support. Proven skills in the application of adult learning principles for face to face training, implementation and continuous improvement strategies.
Knowledge	<ul style="list-style-type: none"> Specialised knowledge in the area of mental illness prevention, mental health promotion and early intervention as it relates to children and families. Knowledge of national and/or state policies and plans relating to mental health, child and family health and welfare. Demonstrated understanding of the intergenerational impact of colonisation and trauma, in particular, on Aboriginal and Torres Strait Islander peoples social and emotional wellbeing. Demonstrated understanding of the impact of adult problems on parenting and the mental health outcomes for infants and children (0-12 years).
Organisational Skills	<ul style="list-style-type: none"> Proven experience in meeting agreed outcomes within timelines in a team environment. Proven skills in work prioritisation Demonstrated experience in accomplishing the objectives of a complex project/s utilising high levels of initiative. Ability to translate evidence based knowledge to inform context based and sector workforce practice.

DESIRABLE CHARACTERISTICS	
Qualifications	<ul style="list-style-type: none"> A post-graduate level qualification in primary health care, public health or population health.
Attributes Experience	<ul style="list-style-type: none"> Experience in the provision of expert advice on a consultancy basis to external bodies and the public. An understanding of the structure and organisation of current Australian health and welfare systems involved with the care and wellbeing of children and families.

APPROVALS

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Philip Robinson

Role Title: Chair, Board of Directors

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Signature:

Date:

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ROLE ACCEPTANCE

Incumbent Acceptance

I have read and understand the responsibilities associated with the role and organisational context as described within this document.

Name:

Date:

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Signature:

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