

POSITION DESCRIPTION

POSITION TITLE:	Clinical Coordinator Casa Venegas
CLASSIFICATION:	Grade 4 SJGHC NSW Health Professionals & Support Services Agreement OR Clinical Nurse Consultant SJGHC NSW Hospitals Nurses & Midwives Enterprise Agreement
REPORTS TO:	Casa Venegas Manager
PERFORMANCE AND DEVELOPMENT PLAN:	
<i>Conducted during the first 3 months from the time of commencement and in accordance with the Performance Review and Development Policy. This Position Description shall be considered at the time of conducting your Performance and Development Plan.</i>	

ST JOHN OF GOD HEALTH CARE MISSION AND VALUES

Our vision is to bring healing to people through services that are caring, comforting and affirming and give them a reason to hope and a greater sense of their own dignity.

Our organisational culture reflects our values of Hospitality, Compassion, Respect, Justice and Excellence and each management position carries the responsibility for leadership of a Ministry of the Catholic Church.

Importantly because the whole of the organisation is concerned with caring for or supporting people, those associated with the provision of services, at all levels are considered to be "Caregivers".

Caregivers are expected to uphold the five values, treating each other and those they serve with respect and dignity in support of our vision.

Each Caregiver is responsible for furthering the Mission of St John of God Health Care.

1. PURPOSE OF POSITION

The Clinical Coordinator Casa Venegas is a member of a team that provides accommodation and support to adults with a mental illness. Specifically this position will be responsible for:

- Providing quality mental health clinical services to people with an experience of mental ill health in line with best practice and across Casa Venegas Service locations.
- Providing clinical leadership, expertise and support to caregivers and students.
- Providing reflective practice and mentoring to caregivers and students.
- Contribute to ongoing quality improvement within Casa Venegas and the organisation.
- Support and contribute to the SJGHC Social Outreach strategic directions for Casa Venegas.

2. POSITION REQUIREMENTS

2.1 Mission

- Capacity to understand and willingness to support and promote the Mission and Values of St John of God Health Care.
- Commitment to organisation's service ethos through the provision of excellent service.
- Caregivers are required to act in accordance with the standards of behaviour outlined in the SJGHC Code of Conduct document.

2.2 Clinical Coordination

- Provide specialist mental health services to those within the program in line with the Casa Venegas model of care.
- Maintain and promote knowledge of current best practice and research in the adult mental health and recovery field.
- Deliver culturally appropriate clinical practice/care.
- Liaise and build effective relationships with primary and tertiary care as well as other relevant health services/community agencies to ensure coordinated care for clients.
- Facilitate therapeutic group programs.
- Maintain client records and statistical data in accordance with legislation, Medicare requirements, professional standards and SJGHC requirements.
- In consultation with the Manager Casa Venegas, provide reflective practice sessions to caregivers and students.
- Develop and deliver professional development, educational and professional programs in mental health.
- Contribute to maintenance of core competencies for all caregivers.
- Support and contribute to the SJGHC Social Outreach strategic direction for Casa Venegas Services.
- Manage the intake and allocation of referrals to ensure efficient and meaningful correspondence with referring agencies/services involved in the care of the client.

All other reasonable duties as directed by the Manager Casa Venegas.

3. Team Work

- Participate as a valued team member promoting and contributing to a supportive team environment.

4. Communication

- Communicate effectively with all customers and patients using the appropriate channels, utilising appropriate formal and informal channels of communication.

5. Quality and Risk

- Participate in, contribute to and implement quality improvement and risk management into all aspects of service.

6. Occupational Health and Safety

- Adhere to all applicable St John of God Health Care policies and guidelines.
- Take reasonable care of themselves and others.
- Not to interfere, bypass or misuse any system or equipment provided for health, safety and welfare purposes.
- Take all actions to avoid, eliminate or minimize hazards.
- Seek information on any work they undertake and be aware of the risks and hazards associated with their work.
- Report all incidents / hazards / injuries.
- Assist in completion of incidents / hazards / injuries reports.
- Participate in the documentation of Risk Assessments and Standard Operating Procedures for activities that could pose an OHS risk.
- Raise OHS issues with appropriate caregivers and take part in OHS consultative arrangements.
- Use Personal Protective Equipment as required and directed.
- Attend all mandatory and recommended OHS training as scheduled by Group Services.
- Promote a positive safety culture within their areas by demonstrating a positive commitment to OHS.

8. Environment

- The caregiver, recognising St John of God Health Care commitment to responsible environmental stewardship, will support the organisational Environmental goals in performance of all duties.

SELECTION CRITERIA

Essential

- A willingness and capacity to embrace the Mission and Values of St John of God Health Care.
- Recognised tertiary qualifications in nursing, psychology, social work or occupational therapy and relevant registration, and at least three years post-graduate experience working with people with complex mental health issues in a community setting.
- Demonstrated specialized knowledge and clinical experience in providing therapeutic recovery based and trauma informed interventions to individuals and families.
- Demonstrated ability to integrate principles of research and clinical governance into the clinical environment using best practice.
- Demonstrated advanced leadership, and reflective practice skills and training within a multidisciplinary team environment.
- Demonstrated high level of communication, consultation, negotiation and conflict resolution skills at an individual and team level to maintain and support a positive team culture.
- Demonstrated knowledge and experience providing professional development and other educational and professional programs.
- Current knowledge and application of the relevant Mental Health Act, National Mental Health Standards and ethical principles and legislation governing professional practice.
- Moderate to high computer skills including the use of the Microsoft Office Suite and a willingness to learn the client management system.

Desirable

- Experience working with people with a mental health problem who have also experienced homelessness.
- Possession of (or substantial progression towards) a relevant tertiary qualification in Mental Health or management.