

Position Description

Position title:	Assistant Manager Behavioural Health Programs
Salary:	Dependent on Qualifications and Experience
Classification:	Grade 4 (HS4)
Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011 – 2015
Hours:	76 hours per fortnight (80 hours per fortnight with a monthly ADO)
Position tenure:	Permanent Ongoing
Employee benefits:	<ul style="list-style-type: none"> • 9.5% Superannuation • Salary Packaging (including novated leasing and loyalty program) • Access to discounted private health insurance
Location:	Gippsland or Monash areas
Reports to:	Manager Behavioural Health Programs
Program:	Behavioural Health Programs

A note on Link Health and Community and Latrobe Community Health Service



Link Health and Community is owned and operated by Latrobe Community Health Service. This role operates under the Link Health and Community brand. However, Latrobe Community Health Service is the employer.

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Our integrated service model means you'll provide your specialist expertise as part of a holistic solution for patients. Knowing that co-morbidity is often an impediment to effective patient outcomes, you'll experience a greater sense of satisfaction in knowing your expertise is combined with others to achieve better patient outcomes. We recognise co-morbidity is an issue, and that better community health outcomes are achieved by treating the whole person, not simply isolated conditions. We structure our operations to combine the variety of allied health, social, community and medical services our communities need.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

Reporting to the Manager Behavioural Health Programs, the Assistant Manager will provide program operational and administration support for the Behavioural Health Team. The Behavioural Health Program (BHP) area is a large multidisciplinary team consisting of Alcohol and other Drug (AOD) treatment services and a range of counselling services including Generalist; Women's and Children's Family Violence Counselling, Financial Counselling and Gamblers Help Therapeutic Counselling. Other programs include Men's Perpetrator Services, Integrated Family Services, Forensic Mental Health and Community Health Sexual Assault Nurses.

The Assistant Manager BHP forms part of the leadership structure to support a team of over 80 highly qualified staff to achieve client outcomes, meet the funding guidelines for service delivery and support a continuous improvement culture within the Behavioural Health Programs.

Key objectives, duties and responsibilities

1. In consultation with the Manager, lead the operational and strategic coordination of team including planning and reporting requirements, implementation of new initiatives, program promotion, and management of staff.
2. Adhere to and undertake clinical governance processes including quality assurance activities, reviews and implementing key recommendations under the direction of the Manager.
3. Act in the absence of the Manager to ensure staff supervision and support, and the completion of reporting and data requirements.
4. Provide support in the development and implementation of new projects and initiatives, making recommendations and developing funding submissions.
5. Draft and review high-level clinical governance and operational documents and processes including monitoring and updating of e-key and VHIMS.
6. Provide assistance to the Manager in the completion of reports, correspondence and submissions and funding applications as required.
7. Build and maintain effective relationships with funding providers and other key stakeholders relevant to the delivery of Behavioural Health Programs.
8. In consultation with the Manager, enhance service links; attend forums, networks and meetings with key stakeholders and work collaboratively to enhance the delivery of programs and services.
9. Contribute to the vision, strategic planning and development of relevant procedures/guidelines for Behavioural Health Programs.
10. Orientate and induct new staff and students.
11. Monitor probationary staff and contribute to APR development and review.
12. Maintain up to date awareness of professional best practice in regard to the provision of service.
13. Participate in relevant continuing professional development.
14. Monitor the provision of service for the MBS/Psychology platform and associated administrative tasks.
15. Attend relevant meetings as directed by the Manager.
16. Other duties as consistent with the position where required and/or requested.

Reporting Requirements

17. Maintain proficiency in relevant applications and client data bases.
18. Provide timely and accurate reports as per the funding and service agreement.

19. Work with the Manager BHP to develop programs and practices that improve service delivery of the program.
20. Maintain consumer records in accordance with government requirements and LCHS standards.
21. Provide assistance to the Manager in the completion of submissions and funding applications as required.

Professional Development

22. Maintain advanced knowledge of relevant legislation, ethical guidelines and evidence-based treatments to inform complex care delivery and quality assurance.
23. Maintain up to date awareness of professional best practice in regard to the provision of service.
24. Participate in regular supervision.
25. Work with Manager BHP to identify, and monitor program trends that will assist in program planning, service and policy development.
26. Participate in relevant professional training and development opportunities such as working groups, meetings and conferences.
27. Participate in annual performance reviews.

Family Violence Protocols

28. Identify client risk and any child wellbeing and/or safety issues and follow the correct processes in a timely manner.
29. Identify, assess and manage family violence risk, using the MARAM Framework, Family Violence Information Sharing Scheme and Child Information Sharing Scheme.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Demonstrated understanding of one or more of the following service system models, such as: AOD, Mental Health, Family Violence, and Gamblers Help.
2. Demonstrated knowledge about the delivery of evidenced based interventions, person centred models of care and comprehensive assessment and treatment planning.
3. Experience in the development and implementation of new projects and initiatives, including making recommendations and the development of funding submissions.
4. Experience with managing multi-professional team including performance management, recruitment and annual performance reviews.
5. Demonstrated experience with budget reporting and monitoring financial and clinical indicators for performance improvement opportunities.
6. Demonstrated ability to influence and support complex teams in a Community Health setting.

Job requirements:

Applicants must meet the following job requirements:

Mandatory

1. Tertiary qualification in a health related field and/or extensive experience in the AOD, Mental Health, Gamblers Help and/or Family Violence sectors in leadership or management.
2. Experience in managing or providing oversight of an inter-professional team, including Case Managers, Social Workers, Counsellors, Psychologists, Nurses and Allied Health professionals in a community setting.
3. Business administration and/or program development experience.
4. Previous exposure/experience in a leadership role.
5. Current Victorian Drivers Licence.
6. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker B**. Evidence of immunisation history must be provided prior to confirmed appointment.

Desirable

1. Post-Graduate qualifications in health or business related field.
2. Experience in the Not for Profit and/or public health sector.
3. Completion of professional development and training in leadership/management.

Organisation Requirements

1. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
2. MARAM TIER 1 (includes some of tiers 2, 3 & 4)
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Aged & Community Care
Date:	April 2021

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /