

1. POSITION DETAILS			
Position Title	Mental Health and Alcohol and Other Drugs Integration Coordinator	Date Approved	
Portfolio	Mental Health	Contract Period	12 month fixed contract
Classification	Level 5 – 6	Salary	Level 5 \$80,000 - \$94,000 Level 6 \$95,000 - \$105,000 (commensurate with experience and skill)
Version update	1	J&P last updated	June 2022
2. POSITION CONTEXT			
Organisational overview	<b>Why We Exist</b> A healthier Adelaide by 2030.		
	<b>We will:</b> <ul style="list-style-type: none"> <li>• Connect and facilitate a quality health system;</li> <li>• Ensure that you are heard, consulted and empowered;</li> <li>• Work with you to improve their health outcomes;</li> <li>• Improve your experience of the health system and their health outcomes;</li> <li>• Ensure health providers work together;</li> <li>• Respond to health needs of the most vulnerable in our community.</li> </ul>		
	<b>Our Signature Behaviours</b> <ul style="list-style-type: none"> <li>• We do what we say we will do.</li> <li>• We are consistently transparent and timely.</li> <li>• We use our people and resources wisely.</li> <li>• We work, achieve and celebrate together.</li> </ul>		
Job purpose statement	The Mental Health and AOD Integration Coordinator: <ul style="list-style-type: none"> <li>• Focuses on the SA Health metropolitan Local Health Networks' (LHN) Mental Health Directorates and Drug &amp; Alcohol Services South Australia (DASSA) – developing, co designing and influencing collaborative and integrated activity to target 'intermediate care' and strong referral pathways from and to LHN hospitals, Community Mental Health teams and DASSA back to primary care and/or avoiding unnecessary presentations and admissions.</li> <li>• Utilises the Adelaide PHN priority areas and iterative Needs Assessment to underpin planning and development of activities</li> <li>• Involves and includes other Adelaide PHN stakeholders in activity design and implementation.</li> </ul> This is achieved by: <ul style="list-style-type: none"> <li>• Establishing and maintaining effective partnerships with LHN Mental Health Directorates and other Adelaide PHN stakeholders, including current commissioned service providers.</li> <li>• Facilitating connections and integration between LHNs, other Adelaide PHN stakeholders and commissioned service providers to maximise evidenced based best practice in referral pathways and service delivery.</li> <li>• Fostering a quality improvement approach to evaluation, assessment, monitoring and redesign.</li> </ul>		

<b>Reporting/working relationships</b>	<b>Reports to:</b> <ul style="list-style-type: none"> <li>Executive Manager for Mental Health and AOD via the Central Referral Unit Manager</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>Some out of hours' work may be required.</li> <li>Intrastate and interstate travel may be necessary.</li> <li>Appointment is made subject to ongoing satisfactory screening and criminal history checks.</li> <li>Must hold and maintain a current Driver's Licence &amp; insurance.</li> <li>Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO).</li> <li>Adelaide PHN is a smoke free workplace.</li> <li>Participate in Performance Review &amp; Development process.</li> </ul>
<b>3. ESSENTIAL MINIMUM CAPABILITIES</b>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>A passion and commitment to improving primary health care outcomes within our community.</li> <li>Ability to set and meet service delivery objectives to support and achieve Adelaide PHN strategic objectives to deliver outcomes in tight time frames.</li> <li>Demonstrated ability to work within a team, and in cross-portfolio teams and groups.</li> <li>Ability to engage and collaborate with a wide range of stakeholders and community.</li> <li>Ability to work as a senior member of a mental health and alcohol and other drugs team</li> <li>Exceptional communication skills both written and verbal and proven ability to develop and communicate Adelaide PHN key messages.</li> <li>Proven ability to influence change.</li> <li>Proven ability to develop and maintain formal partnerships and relationships</li> <li>Demonstrated problem solving and analytical skills including an ability to identify innovative and cost-effective solutions.</li> <li>Ability to exercise sound judgement in making decisions, with the demonstrated ability to think and act strategically in the formulation and implementation of policies and practices.</li> <li>Capacity to analyse data and systems.</li> <li>Understanding of, and ability to, practice in a manner consistent with the principles of Primary Health Care.</li> <li>Demonstrated capacity to think and plan in innovative ways to overcome potential barriers to integration.</li> <li>Demonstrated ability to prepare reports including recommendations.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>A sense of humour</li> <li>Behavioural flexibility</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience in establishing, coordinating, implementing and evaluating innovative strategies in the area of mental health and/or AOD services.</li> <li>Significant experience in building beneficial professional relationships with a wide range of stakeholders, including health care providers, community services, and government departments.</li> <li>Experience at a senior level in a mental health and/or AOD organisation.</li> <li>Experience in change management.</li> <li>Experience in health management or project management.</li> </ul>

# JOB AND PERSON SPECIFICATION



	<ul style="list-style-type: none"><li>• Extensive experience in the delivery of clinical mental health and/or alcohol and other drug services</li><li>• Extensive experience in project management of mental health/alcohol and other drug projects particularly with projects involving multiple stakeholders and requiring high levels of integration.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Sound knowledge of the primary mental health and alcohol and other drugs sector.</li><li>• Sound knowledge of the secondary and tertiary mental health and alcohol and other drug sector (Local Health Networks).</li><li>• Sound knowledge of mental health presentations and alcohol and other drug issues.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Relevant tertiary qualifications.</li></ul>

## 4. ORGANISATIONAL REQUIREMENTS

<b>Compliance</b>	<ul style="list-style-type: none"><li>• Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives.</li><li>• Be aware of and adhere to Adelaide PHN's policies and procedures.</li><li>• Participate in Adelaide PHN Quality Improvement.</li><li>• Demonstrate a commitment to our Adelaide PHN Values.</li></ul>
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## 5. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development processes unless required earlier.

Employee:		Signature:	Date:
Manager:	Tamira Pascoe	Signature:	Date:
CEO:	Michelle McKay	Signature:	Date: