

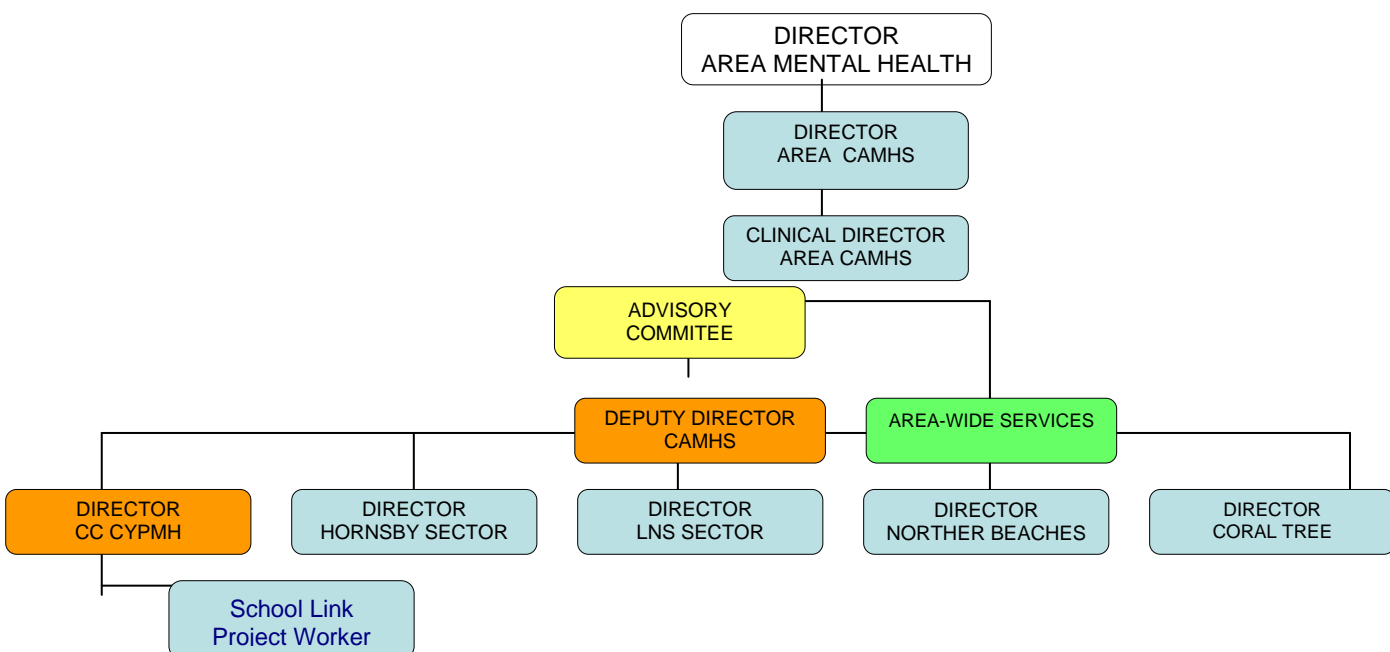
POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	School-Link Project Worker (temp til June 2010)						
Department / Unit:	Central Coast Children and Young People's Mental Health						
Initial Work Location:	Gateway, Gosford						
Classification:	AS PER RELEVANT AWARD						
Hours Per Week:	Full time 38 hours per week						
Award / Agreement:	As per relevant award						
Categorisation of Position:-							
Immunisation Category	Category A						
Working with Children requirement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Exposure Prone Procedures	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Position Speciality Coding	Primary Function		Client		Speciality		
<i>Position Speciality Coding is only required for Nursing and Medical Positions- please refer to coding guidelines</i>							
Date Reviewed: 12 August 2008							

2. ORGANISATIONAL RELATIONSHIPS

REPORTS TO: Director, CC CYPMH
Professional: As above
Responsible for the following staff: Nil



Key Internal and External Relationships:

- Director – Area CAMHS
- Deputy Director – Area CAMHS
- Area CAMHS Mental Health Staff
- Administrative Staff
- Area CAMHS Business Manager
- Clients and Community of Mental Health Service
- Mental Health and Drug & Alcohol Offices – NSW Health
- Department of Education & Training Representatives
- Health Promotion Unit
- Other area School Link Coordinators

3. PURPOSE OF POSITION:**Key Accountabilities:**Clinical

- Continue to develop and establish formal links between child and adolescent mental health services and schools, particularly school counsellors and district guidance officers;
- Continue to assist the co-ordination and identification of local pathways to care for children and adolescents with mental health problems and the roles and responsibilities of various workers in the pathways to care;
- Facilitate consultation for school counsellors concerning clinical mental health issues, including referral, ongoing support and management;
- Facilitate continuing education for school counsellors and other relevant identified groups or workers, regarding mental health issues;
- Facilitate and co-ordinate implementation of collaborative programs aimed at promoting mental health and/or preventing mental health problems in schools, such as Resourceful Adolescent Program, Mind Matters, Adolescents Coping with Emotion;
- Monitor the implementation of local School-Link initiatives and co-ordinate evaluation of the initiatives;
- Provide regular progress reports to Mental Health Executive and Centre for Mental Health of implementation of School-Link program.

Administrative

- 1 To attend and participate in meetings deemed necessary for administrative purposes.
- 2 To collect data and maintain records deemed necessary for administrative and project purposes.
- 3 To adhere to the administrative protocols and procedures of the NSCCH, and the Division of Mental Health, and Children and Young People's Mental Health as outlined in the relevant Policy and Procedure Manuals.
- 4 To participate in the CCH Division of Mental Health staff Appraisal.
- 5 To ensure the proper use of equipment and stores of the service.

Community

1. To sensitise and heighten awareness of health professionals to the mental health needs of young people
2. To maintain and promote an awareness of mental health related issues in the community.
3. To liaise with community groups, government and non-government community agencies providing health related services to consumers with Mental Health issues and concerns.

Professional

- 1 To attend professional meetings
- 2 To maintain an awareness of local area health service policies and procedures.

Educational

- 1 To participate in staff development initiatives.
- 2 To review and research current literature.
- 3 To develop and deliver educational material as required.

Research and Evaluation:

1. To promote a research-based approach to the clinical activities within the NSCCH Division of Mental Health
2. To participate in research and evaluation projects as indicated.
3. To establish best practice standards and to promote evidence-based services.

Key Internal and External Relationships

Centre for Mental Health
Broader Division of Central Coast Mental Health
Consumers
Families
Emergency Department
Broader Division of Mental Health
CAMHSNET – Northern Network

Division of Women, Child and Family Health
Division of Community Health (in particular Youth Health and Alcohol and other Drugs and VAN)

Department of Education & Training
Department of Community Services
Juvenile Justice
NGO Sector
Department of Housing

Challenges:

This position requires working with a variety of individuals both internal and external to health

4. QUALIFICATIONS, SKILLS AND EXPERIENCE:

Essential:

- Tertiary qualifications in health/social science
- Clinical experience working in adolescent mental health field including working in multidisciplinary teams
- Understanding of the pathways of care for young people with mental health problems
- Experience working with schools and with developing and implementing innovative health programs
- Demonstrated knowledge of and sensitivity to the mental health needs of young people in educational settings
- Experience in collaborative project development, management and evaluation including demonstrated verbal and written communication skills
- Demonstrated computer literacy especially in Microsoft Office packages
- Current drivers licence.

5. PHYSICAL REQUIREMENTS:

See detail in Job Demands checklist at end of Position Description.

- Hand/arm movements
- Sitting
- Manual dexterity
- Sight-computer operation

6. ORGANISATIONAL CONTEXT

Northern Sydney Central Coast Health (NSCCH) is one of 8 Area Health Services in NSW Health established under the Health Services Act 1997. NSCCH is responsible for the delivery of public health services in a geographical area extending from Sydney Harbour to Catherine Hill Bay at the northern end of the NSW Central Coast region. The Area Health Service employs approximately 10780 full time equivalent staff and over 16,000 people.

NSCCH Vision - Healthy People – Now and in the Future

NSCCH Values - integrity, teamwork, best practice, accountability, social justice.

Healthcare in the NSCCH is provided through the following services:

- Hornsby Ku-ring-gai Health Service
- Northern Beaches Health Service (Manly and Mona Vale Hospitals)
- Royal North Shore/Ryde Health Service (Royal North Shore and Ryde Hospitals)
- Central Coast Health Service (Gosford, Wyong, Woy Woy and Long Jetty Hospitals)
- Mental Health Services including Macquarie Psychiatric Hospital (North Ryde)

In addition, there are a number of area-wide and community based NSCCH services. Third Schedule and other organisations affiliated with NSCCH include:

- Hope Health Care Group facilities in the Northern Sydney region; namely Neringah Hospital, Greenwich Hospital, Graythwaite Nursing Home
- Royal Rehabilitation Centre Sydney

The Central Coast Children and Young Peoples Mental Health stream includes Children & Adolescent Mental Health Service (CAMHS – 12-17), Young People and early Psychosis Intervention (YPPI, 12-24 years), Prevention (COPMI, IPC and Parenting), School Link and Suicide Prevention.

7. POSITION REQUIREMENTS (Accountabilities, Responsibilities & Duties):

Delegations / Authority:

Budget: nil
Personnel Supervision: nil
Financial Delegation: nil

General Duties:

- Participate in Quality improvement activities and provide a high level customer service to patients, staff and others.
- Comply with the Code of Conduct, OHS, EEO, Smoke Free, Bullying and Harassment and other AHS policies and procedures.
- Maintain strict confidentiality in relation to all patient, staff, workplace and AHS matters.
- Use AHS resources efficiently, minimising cost and wastage, and ensure waste products are disposed of in line with AHS waste management guidelines.
- Report any risk identified (eg: OHS, Clinical, Financial, Technology, Public Image) to the manager and request a risk assessment. Participate in risk management activities.
- Implement the principles of Multiculturalism in their work by ensuring services within their area of responsibility are accessible and culturally appropriate to consumers.
- Co-operate with other staff members to ensure that duty requirements and standards are being met and maintained.
- Perform all other delegated tasks appropriately and in line with grading and capabilities.

8. EMPLOYEE AGREEMENT

As the incumbent of this position, I have read and noted the requirements of this position description and agree with the contents therein and confirm that there are no impediments to my meeting the requirements of the position. I understand that other duties may be directed from time to time and that the Position Description will be reviewed on an annual basis.

I also agree to strictly observe the Area Health Service's policy on confidentiality of patient information or other such sensitive information that I may come across in the course of my employment.

I have read the NSW Health Code of Conduct.

Employee Name: _____

Signature: _____ Date: _____

PERFORMANCE REVIEW DATE 3 MONTHS FOLLOWING COMMENCEMENT

PERFORMANCE REVIEW DATE FIRST ANNUAL REVIEW DUE

JOB DEMANDS CHECKLIST

Frequency Definitions:	
O - Occasional	Activity occurs a few times during a shift.
F - Frequent	Activity occurs during approximately half the shift.
C – Constant	Activity occurs throughout most of the shift.
R – Repetitive	Activity involves repetitive movement at periods during the shift.

PHYSICAL DEMANDS	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
STANDING	Tasks involve standing in an upright position without moving about		X			
SITTING	Tasks involve remaining in a seated position during tasks	X				
HAND/ARM MOVEMENT	Tasks involve use of hands/arms ie. Stacking, mopping, sweeping, sorting, inspecting.		X			
GRASPING	Tasks involve gripping, holding, clasping with fingers or hands.	X				
MANUAL DEXTERITY	Tasks involve fine finger movements ie: keyboard operation, writing, pipette use etc.	X				
REACHING	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	X				
LEG/FOOT MOVEMENT	Tasks involve use of leg and or foot to operate machinery	X				
KNEELING/SQUATTING	Tasks involve flexion/bending at the knees, ankles and/or waist, in order to work at low levels	X				
BENDING/TWISTING	Tasks involve forward or backward bending/twisting at the waist.	X				
PUSHING/PULLING	Tasks involve pushing/pulling objects, including tasks which push or pull objects away from or towards the body along benches. May also includes striking or jerking movements	X				
LIFTING/CARRYING	Tasks involve raising / lowering or moving objects from one level or position to another, usually holding an object with the hands	X				
	1) Light lifting/carrying 0-9Kg	X				
	2) Moderated lifting/carrying 10-15 Kg	X				
	3) Heavy lifting/carrying 16+ Kg	X				
RESTRAINING	Tasks involve restraining patients/clients or others					X
WALKING/RUNNING	Tasks involve walking and/or running on even surfaces	X				
	Tasks involved walking on uneven surfaces	X				
	Tasks involve walking up steep slopes or stairs	X				
	Tasks involve walking down steep slopes or stairs	X				
	Tasks involve walking whilst pushing/pulling objects.	X				
CLIMBING	Tasks involve climbing up or down ladders, scaffolding, platforms, trees.					X
SENSORY DEMANDS		O	F	C	R	N/A
SIGHT	Tasks involve use of eyes as an integral part of task performance ie: looking at screen/keyboard in computer operation.	X				
HEARING	Tasks involve use of hearing as an integral part of the tasks performed eg use of stethoscope.					X
SMELL	Tasks involve the use of the smell senses as an integral part of the task performance ie: working with chemicals					X
TASTE	Tasks involve the use of taste as an integral part of task performance					X
TOUCH	Tasks involve use of touch as an integral part of task performance.					X

PSYCHOSOCIAL DEMANDS		O	F	C	R	N/A
	Tasks involve interacting with distressed people.	X				
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited.	X				
	Tasks involve viewing/handling deceased and/or mutilated bodies.					X

SPECIFIC WORKING ENVIRONMENT ISSUES	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
SURFACES	Tasks involve working on slippery, wet or uneven surfaces					X
SMALL SPACES	Tasks involve working in small spaces with obstacles within the area.					X
WORKING AT HEIGHTS	Tasks involve making use of ladders, foot stools, scaffolding, roofs, etc. Anything where the person stands on an object other than the ground.					X
CONFINED SPACES	Tasks involve working in confined spaces					X
LIGHTING	Tasks involve working in lighting that is considered less than normal eg: working with lights dimmed or in darkened rooms					X
COLOUR	Tasks involve differentiation of colour					X
SUNLIGHT	Tasks involve working outdoors in sunlight					X
TEMPERATURE	Tasks involve working in temperature extremes eg: working in a cool room, boiler room					X
RADIATION	Tasks involve exposure to X-Rays, or other radiation sources					X
ELECTRICITY	Tasks involve working with exposed electrical wiring and currents					X
DRIVING	Tasks involve operating any motor powered vehicle.	X				
MACHINERY	Tasks involve use of heavy machinery and equipment.					X
EXPOSURE TO CHEMICAL HAZARDS		O	F	C	R	N/A
DUST	Tasks involve working with dust or in dusty environments ie: sawdust					X
GASES	Tasks involve working in areas effected by gas, or working directly with gases.					X
FUMES	Tasks involve working with fumes eg from chemical use					X
LIQUIDS	Tasks involve working with liquids which may cause skin irritations if contact is made eg: dermatitis					X
DANGEROUS GOODS	Tasks involve handling of dangerous goods including storage or transportation					X
BIOLOGICAL MATTER	Tasks involve work with human biological matter, blood and body fluids through examination, storage, transport or disposal.					X
ALLERGENIC SUBSTANCES	Tasks involve exposure to allergenic substances					X
ANTI-BIOTICS	Tasks involve handling, transport, administration or disposal of anti-biotics					X
PERSONAL PROTECTIVE EQUIPMENT	Tasks involve use of Personal Protective Equipment					X
SAFETY CRITICAL ISSUES		O	F	C	R	N/A
	Tasks involve responsibility for safety of others, eg provides direct patient care, drives others in vehicles	X				
	Tasks involve responsibility for tests and results that impact on clinical care decision making	X				
	Tasks involve making clinical care decisions	X				
	Tasks involve supply of indirect clinical care services and advice that may impact on patient care.	X				