

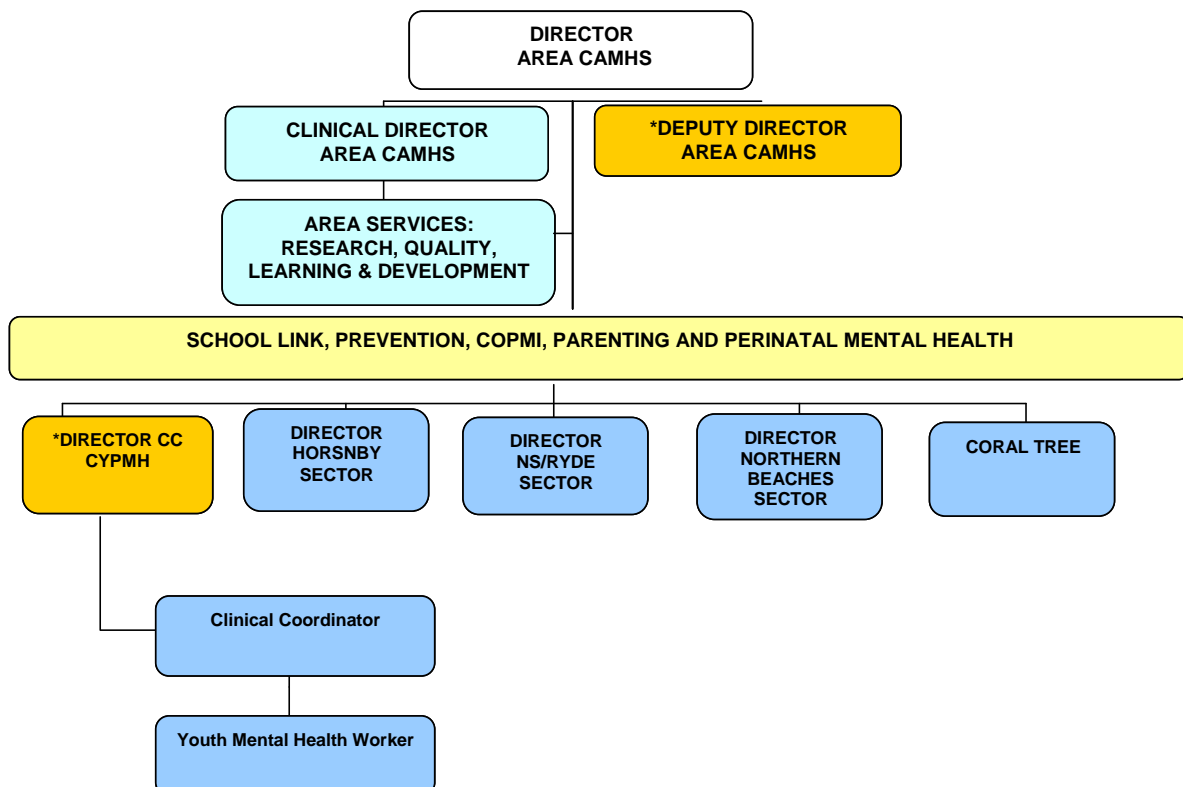
# POSITION DESCRIPTION

## 1. POSITION DETAILS

|   |   |  |        |  |            |  |  |
|---|---|--|--------|--|------------|--|--|
| Position Title:   | Youth Mental Health Worker  |  |        |  |            |  |  |
| 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   |  |        |  |            |  |  |
| <b>Categorisation of Position:-</b>   |   |  |        |  |            |  |  |
| 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 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:  | 28th April 2008   |  |        |  |            |  |  |

## 2. ORGANISATIONAL RELATIONSHIPS

**REPORTS TO:** Operational including Day to Day matters: Director, CC CYPMH  
Clinical Coordinator: CC CYPMH Professional: As above  
Responsible for the following staff: Nil



**Key Internal and External Relationships:**

CC Mental Health Service

Area CAMHS

Consumers

Families

Emergency Department

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

Division of General Practice and GP's

Juvenile Justice

NGO Sector

Department of Housing

**3. PURPOSE OF POSITION:**

The position sits within a YMH team following an assertive outreach model of client care. There is a small case loads of around 15-20clients, specifically young people aged 12-24 yrs (up to 24th birthday). The service provides intensive case management and early intervention as well as group programs (therapeutic & diversional)

**Challenges:**

To promote cultural change regarding Child and adolescent mental health within CCH, in General wards, emergency departments and Mental Health Inpatient Facilities

**4. QUALIFICATIONS, SKILLS AND EXPERIENCE:****Essential:**

- Tertiary qualifications in Nursing, Psychology, Social Work, Occupational Therapy, Social Science or related discipline.
- Experience working within a Mental Health or Child and Adolescent Mental Health Service.
- Experience working within a crisis intervention model of care.
- Demonstrated knowledge of and sensitivity to the mental health needs of young people (12-24 years) and their families.
- Demonstrated ability to work independently and within a multidisciplinary team.
- Current drivers licence
- Experience working with a range of community partners including GP's
- Experience in collaborative partnerships with government or non-government organisations.

## 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

Mental Health provides a broad range of services including promotion, early intervention, prevention and treatment. It provides treatment to three population groups:

1. Children and Young People
2. Adults
3. Older Persons

The service is made up of multi-disciplinary teams with a structure that includes core areas; Central Intake and Emergency Assessment.

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

*The NSW YMHSM- CC Pilot is aimed at:*

- strengthening mental health service access and delivery for young people
- reorientating health service provision for young people over time to encompass the “one stop” shop approach
- providing integrated health services for young people 14-24 years of age in youth-friendly settings, bringing together mental health, primary health, drug

- and alcohol and other services, with a focus on early intervention and prevention
- using a staged approach over 5-10 years to implement the model effectively throughout NSW
- reducing the incidence, prevalence and severity of mental disorders through evidence-based multi-component interventions that occur early in the development of the mental health problems
- providing youth-specific mental health services, including youth mental health clinicians and co-morbid (drug & alcohol) workers, co-located and linked with other services such as general practitioners, drug & alcohol services and vocational services.

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

### **Delegations / Authority:**

|                               |     |
|-------------------------------|-----|
| <b>Budget:</b>                | nil |
| <b>Personnel Supervision:</b> | nil |
| <b>Financial Delegation:</b>  | nil |

### **Key Accountabilities: Functional / Operational / Clinical:**

#### **Clinical**

1. To provide a rapid response and an intensive case management role to young people with a range of mental health and substance use disorders and their families.
2. To provide evidence based youth mental health interventions, within specialist areas and support CC CYPMH in the specialty area.
3. To work closely with existing Central Coast Health services to provide integrated and coordinated care to young people with a range of mental health and substance use disorders and their families.
4. In collaboration with GP's, & the Central Coast Youth Sector, establish ongoing links with secondary schools, TAFE's and University in order to promote prevention initiatives, provide a liaison & consultation role and specialist mental health interventions where required.
5. In collaboration with existing Area Health Services to establish ongoing links with the Department of Community Services in order to promote prevention initiatives, provide a liaison & consultation role and specialist mental health interventions where required.
6. To participate in clinical meetings as appropriate with other Services (YOUTHnet case consultations).
7. To establish ongoing liaison with the CC Mental Health Acute Services in order to ensure continuity of care of young people and families.
8. To develop systems based approach to young people in terms of their physical and social environment and to actively facilitate the provision of appropriate services across the full range of government and non-government agencies and

individuals.

9. To participate in the second on call system (in and out of hours) which provides a specialist consultative service to the CC Mental Health Acute Assessment Team, Adult Mental Health inpatient Units around the needs of young people experiencing mental health and substance use disorders
10. To give a high priority to, and participate in, prevention activities.

### **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 Central Coast Area Health Service, CC Mental Health Service, CC Children and Young People's Mental Health, and Area CAMHS as outlined in the relevant Policy and Procedure Manuals.
- 4 To participate in the CC CYPMH annual 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 needs of children and young people experiencing a range of mental health and substance use disorders.
- 2 To liaise with other Children and Young People's Mental Health Services offering a similar service to children and young people elsewhere in Australia.
- 3 To maintain and promote an awareness of children and youth people's mental health related issues in the community.
- 4 To liaise with community groups, government and non-government community agencies providing health related services to children and young people.

### **Professional**

To attend professional meetings

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.

#### **Management / Leadership**

- Manage, coach, mentor and support the staff working in the department through performance management, training, supervision and rostering to ensure quality of services and compliance with AHS policies.
- Efficiently manage the resources (human, financial, technological, and other) allocated to the department.
- Provide a safe working environment and safe working practices for all staff in the department.
- Identify, analyse, evaluate and document all risks (eg: OHS, Corporate, Clinical, Financial, Reputation, Legal, Technology) relevant to the department. Review and implement management strategies where necessary and action plans for all areas of concern.
- Ensure that the department operates using a quality management focus in the provision of services/care.
- Ensure Privacy legislation and Department of Health requirements are met in respect to the creation, maintenance, archiving and destruction of clinical and other confidential documents
- Ensure strict confidentiality is maintained in relation to all patient, staff, workplace and AHS matters.
- Implement the principles of Multiculturalism in their work by ensuring services within their area of responsibility are accessible and culturally appropriate to consumers.
- Monitor and report on the implementation of the Ethic Affairs Priority Statement within their service.
- Comply with and implement and maintain the Code of Conduct, EEO, Smoke Free, Bullying and Harassment policies and procedures into the department and ensure effective management of conflict and grievances.

#### **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

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

|                             | DESCRIPTION  | FREQUENCY |          |          |          |            |
|-----------------------------|--|-----------|----------|----------|----------|------------|
|                             |  | O         | F        | C        | R        | N/A        |
| <b>PHYSICAL DEMANDS</b>     |  |           |          |          |          |            |
| 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          |
| <b>SENSORY DEMANDS</b>      |  | <b>O</b>  | <b>F</b> | <b>C</b> | <b>R</b> | <b>N/A</b> |
| 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          |
| <b>PSYCHOSOCIAL DEMANDS</b> |  | <b>O</b>  | <b>F</b> | <b>C</b> | <b>R</b> | <b>N/A</b> |
|                             | 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         |   |   |   |     |