

Western NSW Local Health District



***By Email: [info@hsu.asn.au](mailto:info@hsu.asn.au)***

Mr Gerard Hayes  
Secretary  
Health Services Union  
Locked Bag 3  
AUSTRALIA SQUARE NSW 1215

Dear Mr Hayes,

**Re: Drug and Alcohol Counsellor, Cowra Community Mental Health**

I am writing to inform you of a change in grading to the Drug and Alcohol Counsellor position at Cowra Community Mental Health.

This position has recently become vacant and as a result a review of what service would be most beneficial to our consumers indicate a change from the existing Health Education Officer grading to a multi-graded Mental Health Clinician Level 1 / 2 grading.

This position was originally created at its current level over 10 years ago and since this time a significant number of changes have occurred in the level of services which need to be delivered to the community.

This change in grading enables an upskilling for this workforce and will align professionally more with the service we are seeking to provide. These duties will include:

- Provide professional clinical services demonstrating sound clinical reasoning, effective problem-solving skills and quality management of clinical situations to improve the health and wellbeing of people
- Collaborate with community staff, hospital staff and other health care community support organisations including to NGO's to develop and coordinate the implementation of care management.
- Provide clinical and service delivery support for the Opioid Treatment Program, GP Liaison, Drug & Alcohol Helpline, MERIT, Cannabis Clinic, Youth Alcohol and Other Drug Service, Substance Use in Pregnancy and Parenting (SUPPS) and Parenting & Addiction Medicine Services.
- Provide evidence based alcohol and other drug assessments, counselling, care co-ordination and case management.

This re-grading will allow a multi-disciplinary applicant pool to apply including the disciplines of psychology, social work, occupational therapy and nursing.

Should you wish to discuss this grading change further, please do not hesitate to contact Mr Josh Spicer,  
HUB Manager on (02) 6330 5833

Yours sincerely



Jason Crisp

**Director Integrated Mental Health Drug and Alcohol Services  
Western NSW Local Health District**

9 January 2023

Att: Position Description Mental Health Clinician Level 1 / 2

## POSITION DESCRIPTION

# WNSWLHD - Mental Health Clinician

**challenge yourself make an impact shape the future**

Western NSW is not your average Local Health District. We're a place where you can bring your purpose to life, fast track your career and broaden your scope through interesting and challenging work scenarios. We value autonomy and responsibility, and will always support you in an inclusive, collaborative and caring team environment. We strive for healthier rural people and thriving communities, bringing care closer to home through our virtual and integrated care services. With innovation at the heart of all roles, you'll be part of shaping the future of rural health. Sometimes it will be hard, other times demanding, but we promise it will always be extremely rewarding.

<b>Organisation</b>	NSW Health
<b>Local Health District / Agency</b>	Western NSW Local Health District
<b>Position Classification</b>	Clinical Psychologist, Counsellor Lvl 1, Counsellor Lvl 2, Dietitian Lvl 1, Dietitian Lvl 2, Occupational Therapist Lvl 1, Occupational Therapist Lvl 2, Psychologist, Registered Midwife, Registered Nurse, Snr Psychologist, Social Worker Lvl 1, Social Worker Lvl 2, Speech Pathologist Lvl 1, Speech Pathologist Lvl 2, Welfare Off Lvl 1, Welfare Off Lvl 2
<b>State Award</b>	Health and Community Employees Psychologists (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
<b>Category</b>	Mental Health, Drug & Alcohol   Mental Health Clinician
<b>Website</b>	<a href="https://wnswlhd.health.nsw.gov.au">https://wnswlhd.health.nsw.gov.au</a>

## PRIMARY PURPOSE

The Mental Health Clinician is part of a multidisciplinary team responsible for coordinating the recovery of people with a mental illness or disorder, providing expert clinical services in collaboration with consumers, carers and other care providers, using an integrated and person centred approach.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW. Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair

## POSITION DESCRIPTION

# WNSWLHD - Mental Health Clinician

present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## KEY ACCOUNTABILITIES

- Provide professional clinical services demonstrating sound clinical reasoning, effective problem-solving skills and quality management of clinical situations to improve the health and wellbeing of people in the Western NSW Local Health District.
- Collaborate with community staff, hospital staff and other health care and community support organisations to develop and coordinate the implementation of integrated care management plans for consumers requiring mental health interventions that focus on the goals and needs of the consumer and their carers.
- Actively participate in clinical supervision and complete associated activities as negotiated with supervisor, in order to develop and maintain professional skills and deliver high quality mental health care.
- Participate in quality improvement activities and workplace education to contribute to improved services for consumers and their carers.
- Accurate collation and timely completion of health care information in the relevant health care records systems to ensure necessary information is available to meet legal requirements and guide ongoing care planning.
- Practice in accordance with any relevant standards of practice; and observe any discipline or professionally relevant codes of conduct and ethics, to promote delivery of high quality care and maintain consumer and public trust in Mental Health, Drug & Alcohol services and the organisation.
- Ensure the service effectively collaborates with other local service providers and utilises a variety of service delivery options/ technology to ensure client access, including home visits, visiting clinicians, outreach services and tele-health appointments.
- Develop and demonstrate cultural competence and respect for diversity, working to improve the health outcomes of Aboriginal people.

## KEY CHALLENGES

- Developing and effectively utilising networks with a range of community support services and agencies across a vast geographical area.
- Maintaining personal resilience and mental wellbeing while working with emotionally challenging situations.

KEY RELATIONSHIPS	
Who	Why
The Multidisciplinary MHDA team.	Work collaboratively and contribute to positive workplace culture and team cohesion.
Line management and senior clinical staff.	Understand expectations of performance and contribute to development and maintenance of systems and processes.
Local service providers.	Develop and maintain working relationships to promote integration of care planning and service provision.

## POSITION DESCRIPTION

# WNSWLHD - Mental Health Clinician

## SELECTION CRITERIA

1. Relevant Tertiary qualifications as per clinical discipline as deemed appropriate by the employer and relevant Award with full AHPRA registration or eligibility for membership in relevant professional body if required.
2. The ability to effectively manage clinical issues, think critically and solve problems.
3. Knowledge of contemporary MHDA practice relevant to the service/ program/ specialty, rural/remote service provision and practical application of relevant MHDA legislation and policy.
4. Sound communication and interpersonal skills including the ability to document accurately, write clearly and succinctly, consult effectively with others, and develop collaborative partnerships with a range of stakeholders.
5. Competency in the use of information and communication technology, including standard office software, for email, internet searches, analysis of clinical data, and clinical documentation.
6. The ability to collaborate and work effectively and sensitively with a diverse range of clients, including remote communities and Aboriginal people.
7. Ability to work as part of a multidisciplinary team.

## OTHER REQUIREMENTS

The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures, at both the WNSW LHD and NSW Health levels. Consistent with this, all employees are:

1. Expected to model the NSW Health values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct.
2. Required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health Safety policy/procedure.
3. Expected to provide safe, high quality healthcare and services, identify and manage clinical risk as applicable to the role, and participate in continuous improvement in line with WNSW LHD's strong commitment to quality and safety.

## POSITION DESCRIPTION





# WNSWLHD - Mental Health Clinician

## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

### Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	<b>Display Resilience and Courage</b>	<b>Intermediate</b>
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
	Finance	Foundational
	<b>Technology</b>	<b>Foundational</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## POSITION DESCRIPTION

# WNSWLHD - Mental Health Clinician

### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> <li>• Be flexible and adaptable and respond quickly when situations change</li> <li>• Offer own opinion and raise challenging issues</li> <li>• Listen when ideas are challenged and respond in a reasonable way</li> <li>• Work through challenges</li> <li>• Stay calm and focused in the face of challenging situations</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>• Focus on key points and speak in 'Plain English'</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Prepare written material that is well structured and easy to follow by the intended audience</li> <li>• Communicate routine technical information clearly</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>
<b>Results</b> Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> <li>• Take responsibility for own actions</li> <li>• Be aware of delegations and act within authority levels</li> <li>• Be aware of team goals and their impact on work tasks</li> <li>• Follow safe work practices and take reasonable care of own and others health and safety</li> <li>• Escalate issues when these are identified</li> </ul>
<b>Business Enablers</b> Technology	Foundational	<ul style="list-style-type: none"> <li>• Display familiarity and confidence in the use of core office software applications or other technology used in role</li> <li>• Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation</li> <li>• Understand information, communication and document control policies and systems, and security protocols</li> <li>• Comply with policies on acceptable use of technology</li> </ul>

## POSITION DESCRIPTION

# WNSWLHD - Mental Health Clinician

### Job Demands for: WNSWLHD - Mental Health Clinician

Physical Demands	
<p><b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Infrequent</p>	<p><b>Sitting</b> - remaining in a seated position to perform tasks</p> <p>Not Applicable</p>
<p><b>Standing</b> - remaining standing without moving about to perform tasks</p> <p>Not Applicable</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>
<p><b>Running</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p><b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks</p> <p>Not Applicable</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Not Applicable</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Not Applicable</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>



**POSITION DESCRIPTION**

**WNSWLHD - Mental Health Clinician**

<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Not Applicable</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Not Applicable</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Not Applicable</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Not Applicable</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Not Applicable</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Not Applicable</p>	

**POSITION DESCRIPTION**

**WNSWLHD - Mental Health Clinician**

<b>Sensory Demands</b>	
<p><b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Not Applicable</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Not Applicable</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Not Applicable</p>	

<b>Psychosocial Demands</b>	
<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Not Applicable</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Not Applicable</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Not Applicable</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>
<p><b>Exposure to Distressing Situations</b> - e.g.</p>	

## POSITION DESCRIPTION

# WNSWLHD - Mental Health Clinician

child abuse, viewing dead/mutilated bodies

Not Applicable

### Environmental Demands

**Dust** - exposure to atmospheric dust

Not Applicable

**Gases** - working with explosive or flammable gases requiring precautionary measures

Not Applicable

**Fumes** - exposure to noxious or toxic fumes

Not Applicable

**Liquids** - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Not Applicable

**Hazardous Substances** - e.g. dry chemicals, glues

Not Applicable

**Noise** - environmental/background noise necessitates people raise their voice to be heard

Not Applicable

**Inadequate Lighting** - risk of trips, falls or eyestrain

Not Applicable

**Sunlight** - risk of sunburn exists from spending more than 10 minutes per day in sunlight

Not Applicable

**Extreme Temperatures** - environmental temperatures are less than 15°C or more than 35°C

Not Applicable

**Confined Spaces** - areas where only one egress (escape route) exists

Not Applicable

**POSITION DESCRIPTION**

**WNSWLHD - Mental Health Clinician**

<p><b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b></p> <p>Not Applicable</p>	<p><b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b></p> <p>Not Applicable</p>
<p><b>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</b></p> <p>Not Applicable</p>	<p><b>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</b></p> <p>Not Applicable</p>