

**POSITION DESCRIPTION PROPOSED**



<b>POSITION TITLE</b>	NSLHD – Program Manager Mental Health Drug & Alcohol – Pathways to Community Living Initiative (HM4)
<b>STAFFLINK POSITION NO.</b>	673096
<b>COST CENTRE</b>	260485
<b>CLASSIFICATION</b>	Health Manager Level 4
<b>AWARD</b>	
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	
<b>VACCINATION CATEGORY</b>	Category B
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	National Criminal Record Check
<b>RESPONSIBLE TO</b>	Service Director, Macquarie Hospital
<b>PRIMARY PURPOSE OF THE ROLE</b>	<p>The Pathways to Community Living Initiative (PCLI) has been set up by the MoH in response to the released NSW Mental Health Strategic Plan 2014 - 2024 principally addressing chapter 5 - Providing the Right Type of Care. The initiative is being coordinated by the MoH through MHDAO.</p> <p>The NSLHD PCLIS MHDA Project Manager will manage the implementation of the initiative within NSLHD. This will include joint responsibility for local implementation in accordance with the establishment project plan; reporting and monitoring of progress against established LHD KPI's; and, maintenance of stakeholder relationships and 'walk alongside. These stakeholders throughout the lifetime of the project.</p> <p>This includes overall local project management, reporting and monitoring locally of the PCLI plan, assisting with the reporting to the MHDAO, PCLI project lead, maintaining strong partnerships with a range of stakeholders including primary care, NGO's, local clinicians and managers, LHD primary and secondary health services, and MHDA.</p> <p>This project will develop models of care that will ensure people with an enduring and complex mental illness who have been long stay patients move into a range of enhanced community services. These services will include specialist aged care centres and specifically designed accommodation support services. Others who have been in 'high intensity' acute units for over a year will move into secure 'lower stream' rehabilitation inpatient environments for longer recovery oriented transition work to enable them to then move into specialist community support services.</p>
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	Provide leadership and high quality developed project management skills in the initiation, development, implementation and evaluation of the Hospital to community project.

	Foster collaborative partnerships between stakeholders to the initiative to improve mental health service provision for the identified long stay cohort of clients within the nominated inpatient facilities.
	Management of PCLI as it relates to NSLHD MHDA and in liaison with MHDA Executive Lead at NSLHD.
	Demonstrate involvement and commitment with practice improvement activities including identification of best known and evidence based practice.
	Develop high quality reports - appropriate KPIs, submissions, plans and consultative documents and other communication tools on the range of issues potentially emanation from the roll out of the initiative with the LHD.
	Identify and implement risk management approaches that ensure accountability for practice and safety. Implement measurement and reporting systems that provide timely and accessible data to inform management decisions and enable continuous improvement.
	Represent NSLHD MHDA in the external evaluation processes of PCLI over a 4 year tender period.
	Identify, develop, progress and participate in staff development initiatives as pertaining to the PCLI. Review and research current literature relevant to portfolios.
	As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Promoting the capacity of NSLHD Mental Health Services to work in an outcome focused and performance based paradigm, in line with State and Commonwealth frameworks and project team.
	Balancing multiple stakeholder needs and interests in a sensitive and complex environment in the interests of best practice mental health

	servicing of the recognised client group (long stay and complex mental health clients).	
	Delivery of better pathways into community care from the inpatient setting to assist in reducing the need for hospitalisation and help prevent the build-up of long stay admissions.	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	WHY
	Service Director, Macquarie Hospital	Direct line report
	Macquarie Hospital Clinicians	In development of transition pathways and preparation.
	MHDA Directorate SMHSOP program management and staff	With tranche 1 aged cohort
	MHDA Consumers and Carers	With respect to evolving models of care and transition planning

<b>SELECTION CRITERIA</b>  <i>(Minimum of 3 maximum of 8)</i>	<p>Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.</p>
	<p>Relevant tertiary qualification and/or experience in health discipline, preferably in the MHDA sphere of practice with an understanding of the complex needs of the long stay inpatient client cohort.</p>
	<p>Experience, knowledge and success in project &amp; change management across care settings with ability to manage successful outcomes in complex project inclusive of risk management.</p>
	<p>Develop conceptual &amp; analytical skills, including ability to accurately interpret &amp; translate complex information into the operational environment.</p>
	<p>Advance stakeholder engagement skills &amp; expertise across contexts with an ability to work alongside multi-disciplinary teams.</p>
	<p>High level oral &amp; written communication, negotiation &amp; interpersonal skills in a complex environment. Ability to provide authoritative advice to management on complex workforce planning, clinical education &amp; reform issues.</p>
	<p>Experience in Mental Health with a commitment to the recovery work, quality, best practice &amp; continuous improvement.</p>
	<p>Computer literacy including full Microsoft suite and current drivers licence for travel as required.</p>

## JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis  
 Occasional: activity exists up to 1/3 of the time when performing the job  
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job  
 Constant: activity exists for more than 2/3 or the time when performing the job  
 Repetitive: activity involved repetitive movements  
 Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Not applicable
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Not applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasional
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Infrequent
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Frequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Infrequent
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
<b>Driving</b> - Operating any motor powered vehicle	Occasional

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Frequent
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Frequent
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Frequent
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Occasional
<b>Restraining</b> - involvement in physical containment of patients / clients	Infrequent
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<b>Dust</b> - Exposure to atmospheric dust	Infrequent
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Not applicable
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Not applicable
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Infrequent
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Not applicable
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable