

Position Title:	Child, Youth & Family Advisor Coordinator(CYMHS)
Award Classification:	Grade 3 Occupational Therapist, Social Worker, Clinical Psychologist, RPN4
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2002-2016 Public Health Sector (Medical Scientists/Pharmacists and Psychologists) Multi Enterprise Agreement 2012-2016
Current Effective Date:	November 2015
Next Review Date:	November 2017
Reports to:	Line report: Associate Program Director, CYMHS Professional report: Nursing or Allied Health Program Senior MHP & SWS (dependent upon discipline) Craft report: Manager of Consumer & Carer Workforce

1. ORGANIZATIONAL INFORMATION

Our Vision

Great health and wellbeing.

Our Mission

To provide positive health experiences for people and communities in the east.

Organisational Environment

Eastern Health provides a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care and community health services to people and communities that are diverse in culture, age and socio-economic status. These services are provided both on an inpatient and outpatient basis. These services and programs are supported by staff who possess an unparalleled commitment to patient care as well as teaching and research.

The strategic goals are fully detailed in the Eastern Health i-learning orientation.

Eastern Health Values

Eastern Health values reflect who we are as individuals and as an organisation, and are testament to the Eastern Health Mission Statement; they include the concepts of Excellence, Accountability, Compassion, Team Work, Integrity, Respect and Collaboration.

The Eastern Health Values are fully detailed in the Code of Conduct which is covered in the Eastern Health e-learning orientation.

2. POSITION SUMMARY

The Child, Youth and Family Advisor Coordinator is responsible for the leadership, ongoing development and coordination of Child, Youth and Family Advisor program. This will include line management of the Youth Peer Advisors, Family/Carer Consultant and the MI Recovery Coordinator position within Eastern Health CYMHS. This role will facilitate the integration of child, youth and family perspectives in all governance areas of the service and within a recovery oriented framework.

The child, youth and family advisor position will work collaboratively with CYMHS Team Leaders and Managers and the consumer & carer participation workforce across the mental health program and will report to the CYMHS Associate Program Director.

3. MAJOR DUTIES AND/OR RESPONSIBILITIES

Quality Care

- Provide leadership in enhancing and embedding the participation of children, young people and families across Eastern Health CYMHS.
- Coordinate the input of children, young people and families across Eastern Health CYMHS to service planning, development, delivery and review, including policy, workforce practice standards and documentation that reflect consumer and family inclusive practice.
- Consult broadly with CYMHS programs and key stakeholders to canvass the full range of perspectives around Child, Youth and Family Participation.
- Recruit and support children, young people and carers/families to participate in service development and provide a child/youth/family perspective.
- Provide line management to CYMHS Youth Peer Advisors, Family/Carer Consultant and the Mi Recovery Coordinator
- Ensure that information delivered to young people and families is clear and accessible.
- Ensure Child, Youth and Family Participation KPI's are developed and maintained.
- Work collaboratively with children and young people(aged 0 – 25 years) and their families, clinicians and key stakeholders in the management of mental illness or co-morbid mental illness and alcohol/drug affected states, diagnosed or suspected substance abuse disorder and where alcohol/drug dependency may be suspected.
- Assist the service to develop and implement a system of service that reflects integrated care supported by a philosophy of 'no wrong door' for consumers presenting with co-occurring conditions of mental illness and substance use disorders.
- Sound knowledge of the relevant legislation and frameworks for recovery oriented practice pertaining to working in mental health and with children, youth and families.
- Detailed knowledge of the relevant legislation pertaining to working in mental health, e.g. Mental Health Act, Children, Youth and Families Act, etc.
- Complete appropriate documentation and contribute to service improvement through active involvement in Continuous Quality Improvement (CQI) activities, research, professional education activities within Eastern Health.
- Promote and participate in research and evaluation activities.
- Demonstrated commitment to supervised practice.
- Undertake supervision of students and more junior staff as coordinated by the relevant discipline Program Senior and
- Maintain compliance with the code of ethics and legal requirements of the relevant profession.

Human Resource Management

- Participation in annual performance process and self-development program with the CYMHS APD and Discipline Leader as appropriate.
- Actively participate in quality accountability activities including regular clinical and operational supervision, clinical review process where appropriate, peer review and professional development to reflect on and enhance practice skills.

- Ensure all activities are undertaken within the policy and procedure framework of Eastern Health and the EH CYMH Service.
- Coordinate the participation of Youth and Family/Carer Representatives, including through, the development and maintenance of effective structures, processes and systems.
- Contribute to development of budgets, monitor and report on financial performance and activity.

Operation and Service Development

- In collaboration with key stakeholders, contribute to the coordination of child, youth and family education on mental health.
- Take primary responsibility for development and embedding of youth and family participation in close collaboration with CYMHS Family Carer Consultant and CYMHS Leadership Team.
- Contribute to the shaping of vision, purpose and goals of CYMHS via input to the management team, with emphasis on the child, youth and family perspective.
- Provide consultation, education and support to other community agencies or services, as required.
- Contribute to the development of service policies and procedures as required.

4. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

- Provide and maintain so far as is practicable a working environment that is safe and without risk to health. Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines.

Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

5. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

The CYMHS Child, Youth & Family Participation Coordinator is expected to participate in the personal development process on an annual basis, and to participate in regular clinical supervision and professional development to build skills in reflection, collaboration and quality clinical practice.

Coordinate child, youth and family input into professional development and training of all staff and students.

6. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfill your role and responsibilities within the organisation. In addition,

you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice,

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

7. CONFIDENTIALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legalisation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice,

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

8. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

9. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators
- Attachment 3 Eastern Health /Department Information

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Signed: _____
CYMHS APD

Date: ____/____/____

INCUMBENT STATEMENT

I _____(Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

Qualifications & Registration

- The successful applicant will have one of the following qualifications:
 - Hold a Masters or Doctoral coursework qualification in Clinical Psychology that has been approved by the Psychology Board of Australia.
 - Full registration or eligibility for full registration as a Psychologist by the Psychology Board of Australia (PBA).
 - Registration endorsement in the Approved Area of Practice of Clinical Psychology or eligibility for this endorsement.
 - PBA Approved Supervisor status for higher degree placements and registrar programs.
 - Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency.
 - Holds a degree qualification in Social Work that has been approved by the Australian Association of Social Workers for membership as a social worker.
 - Registered as a Nurse with the Australian Health Practitioner Regulation Authority with approved/endorsed postgraduate qualifications in Psychiatric Nursing

Experience:

- A minimum of at least 5 years experience as a qualified/fully registered occupational therapist/psychologist/social worker.

Skills:

- Understanding and appreciation of the principles of recovery and peer support in providing hope and a belief in recovery.
- Demonstrated understanding of and empathy regarding the broad impact of mental illness on consumers and carers/families.
- Ability to reflect on and use own mental health lived experience and or carer experience to inform work practices.
- Demonstrated ability in project management and in the delivery of quality outcomes.
- Ability and capacity to coordinate youth, family and carer participation.

- Experience in community development activities including demonstrated ability in creating and sustaining collaborative links with key stakeholders, including consumers – children, young people and their families/carers.
- An understanding of the diversity of the cultural and linguistic backgrounds of our community and the impact this has on consumers' and families' experiences.
- Demonstrated negotiation and advocacy skills.
- Highly developed interpersonal and communication skills (written and verbal) including the ability to function effectively in a multidisciplinary team, work in partnership with consumers, carers, families and other service providers and a demonstrated high level of conflict resolution and negotiation skills.
- Demonstrated ability to work both independently and interdependently as member of a team.
- Sound knowledge of the relevant legislation and frameworks for recovery oriented practice pertaining to working in mental health and with children, youth and families.
- Commitment to ongoing professional development in the clinical and service development domains.
- Advanced theoretical knowledge of discipline specific assessment and treatments in mental health.
- Demonstrated high level of ability in the delivery and evaluation of a range of high quality discipline specific services to consumers, families and carers within a mental health setting
- Ability to supervise students and more junior staff
- Employment is subject to a satisfactory police check, National Criminal History check and evidence of a current Working with Children check valid for employment purposes.
- Current Victorian driver's licence.

Desirable:

- Personal lived experience as someone who has used, or a family/carer of someone who has used child & youth mental health services.

ATTACHMENT 2

Key Result Areas /Key Performance Indicators

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All Eastern Health Employees understand that a key part of our Key Performance Indicators are our five strategic directions, as:

A Provider of Great Healthcare:

- Provide leadership in enhancing and embedding the participation of young people and families across Eastern Health CYMHS.
- Ensure a recruitment and support framework that enables young people and carers/families to participate in service development and provide a youth/family perspective.

A Great Patient Experience:

- Ensure that information delivered to children, young people and families is clear and accessible.
- Ensure child, youth and family participation KPI's are developed and maintained.

A Great Place to Learn and Work:

- Participate in staff feedback & development plans (including leave and learning plans)
- Provide relevant input to Innovative Improvement Plans
- Participate in relevant evaluations, reviews and research in relation to child,youth and family participation

A Great Partner with our Communities:

- Work collaboratively with other services to canvass the full range of perspectives around youth and family participation.
- Provide consultation, education and support to other community agencies or services, as required.

A Great Achiever of Sustainability:

- Works towards optimal use of resources.

ATTACHMENT 3

Eastern Health/Department/Specialty Information & additional position requirements

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Department / Specialty Area	Mental Health Program - Child and Youth Mental Health Service (CYMHS)
Campus / Physical Location	Region wide – key office location East Ringwood.

SPECIALTY SPECIFIC INFORMATION

ORGANISATIONAL CONTEXT Eastern Health is a leading provider of Health care in the eastern region of Melbourne and incorporates Acute: Aged Care, Rehabilitation and Community Health (ACRCH); and Mental Health and Alcohol & Drug Services across a number of large, medium and small work locations.

LOCAL WORK ENVIRONMENT

The Mental Health Program provides services across the Eastern Metropolitan Region encapsulating the communities surrounding the Maroondah, Box Hill, Angliss, Yarra Ranges, and Peter James Centre Hospitals. Our services cover the continuum of care and include both inpatient and community based services.

The Mental Health Program has an employee base in excess of 800 staff and manages an annual budget of over \$55 million.

Eastern Health's Mental Health Program provides Tier 3 mental health care for all ages in the Eastern Metropolitan Region of Melbourne. Fundamental to our service delivery are the principles of recovery oriented mental health practice.

Our services cover the continuum of care and include both inpatient and outreach services in the following divisions:

- Child and Youth Mental Health Services (CYMHS)
- Adult Mental Health Services (AMHS)
- Aged Person Mental Health Program (APMH)
- Research and academic programs

The Mental Health Program works in partnership with State-wide Services which include the following divisions:

- Turning Point Alcohol and Drug Services

- SPECTRUM (state wide service for people with a personality disorder)