

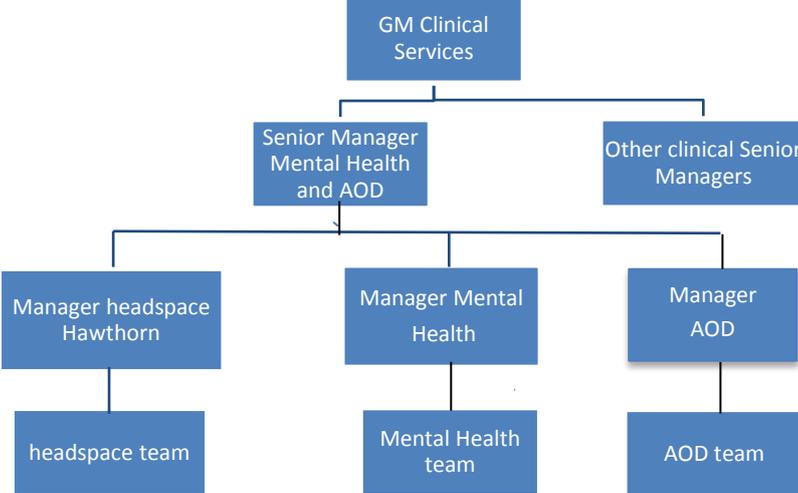
Position Details

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| Position Title | Senior Manager Mental Health and AOD |
| Mode of Employment | Full Time |
| Award/EBA | Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015 |
| Classification | Grade 6 |
| Salary Packaging | Up to \$15,900 per annum is available (other eligible packaging items may apply) |
| Department/Team | Clinical Services |
| Location | Richmond, Hawthorn and East Doncaster. Senior Managers are expected to travel and work across AccessHC sites |
| Reports to | GM Clinical Services |
| Direct Reports | Manager Mental Health, Manager AOD, Manager headspace Hawthorn, Project Coordinator, Project and Comms Officer |
| Probationary Period | Not Applicable |
| Working with Children Check required | Yes, a requirement for the position |
| Medicare Registration Provider number required | Not a requirement for this position |
| Disability Worker Exclusion Scheme check required | Yes, a requirement for the position |
| Professional Registration required | Not a requirement for this position |
| Police Check required | Yes, a requirement for the position |
| Driver's Licence required | Yes, a requirement for the position |

Position Summary

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| Organisation Background | <p>Access Health and Community (AccessHC) operates in the Cities of Boroondara, Manningham and Yarra in Melbourne Victoria offering a range of medical, health and community services.</p> <p>AccessHC is a not for profit organisation with caring at its centre. Employing over 280 staff. The AccessHC mission is to build healthier lives together with our communities and deliver excellent health services for all.</p> |
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| | <p>AccessHC is a new organisation but one with a continuous historic pedigree from its beginnings in 1869. It has four major medical clinics and eight other sites. AccessHC is bedding down a series of recent mergers and other changes which have equipped it to look optimistically towards the future. It has the ambition to become an excellent primary health service for all people, whilst ensuring that disadvantaged people have equitable access to all services. It wishes to serve as a role model for primary care. Its funding comes from fee for service activities as well as Federal and State Governments. A snapshot of the service is at the end of this Position Description. Over the last five years it has experienced significant growth through internal growth projects and mergers and acquisitions. It has an important strategic relationship with Swinburne University to advance innovation in healthcare.</p> <p>The new Strategic Plan was approved in February 2017 and sets seven goals:</p> <ol style="list-style-type: none"> 1. Deliver high quality comprehensive services to all whilst ensuring that people who are disadvantaged have equitable access 2. Build business systems to operate in a consumer driven environment 3. Develop and promote an integrated model of care as a point of difference from other providers across all our communities 4. Build strong relationships and collaborations to drive quality of service and growth 5. Reduce dependence on block funding and increase capacity to deliver fee for service programs for both government supported and private services 6. Create differentiation, relevance and influence through innovation in the delivery of primary health services 7. Establish facilities across all our communities as a platform to deliver comprehensive integrated care |
| <p>Position Purpose</p> | <p>Scope and Objectives of the Role</p> <p>This reflects a restructure resulting in headspace services being moved under the Senior Manager Mental Health and AOD, while still reporting to the GM Clinical Services.</p> <p>The position has three direct reports: Manager headspace Hawthorn, Manager Mental Health and Manager AOD.</p> <p>The position sits on the AccessHC Management Committee.</p> <p>This position provides oversight to the three teams with a focus on service development, innovation and growth and partnership maintenance and development. A key responsibility of the role relates to clinical governance and quality improvement.</p> |

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| | <div style="text-align: center;">  <pre> graph TD GM[GM Clinical Services] --> SM[Senior Manager Mental Health and AOD] GM --> OSM[Other clinical Senior Managers] SM --> MH[Manager headspace Hawthorn] SM --> MM[Manager Mental Health] SM --> MA[Manager AOD] MH --> HT[headspace team] MM --> MHT[Mental Health team] MA --> AT[AOD team] </pre> </div> <p>General attributes of a Senior Manager</p> <ul style="list-style-type: none"> • Reports to a General Manager and leads a set of specific activities • Maintains a high level of knowledge and opportunity development for their area of responsibility • Supports innovation and the use of data for service performance enhancement, improved clinical and operational outcomes and operational efficiencies • Develop and gain approval for team plans and budget to deliver targets and takes accountability for the delivery of all agreed objectives • Supports the managers in the development of team culture and capabilities to enhance operational effectiveness <p>The characteristics for the position are:</p> <ul style="list-style-type: none"> • Impact: tactical • Focus: strategic development • Horizon: medium to long term • Direction: ensure services align with strategic direction of AccessHC |
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Position Functions

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| Key areas of accountability | <p>Key Duties and Responsibilities</p> <p>Change Management A key function of the role is to support service development in line with the strategic direction of AccessHC.</p> <p>Management Reporting to the GM Clinical Services, plan and manage the Mental Health, AOD and headspace budgets and work-plans. Ensure that manager’s areas are supported effectively to achieve their financial and operational goals through clear direction,</p> |
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| | <p>planning, reporting and feedback. Support the operations and development of clinical services by providing timely supervision to Managers.</p> <p>Ensure that there is adherence to clinical governance and quality standards. Support the development of operational efficiencies through innovation and improved models of care.</p> <p>Business Development The Senior Manager is expected to support the Mental Health, AOD and headspace teams to adapt to more effective models of service delivery. The Senior Manager proactively source new funding opportunities and lead the development of submissions and tenders.</p> <p>Clinical Performance, Quality and Safety Ensure that all clinical operations comply with quality and safety requirements and deliver high levels of clinical care through effectively supporting Managers in the quality framework of AccessHC, Mental Health, AOD, and headspace funding requirements.</p> <p>Ensuring compliance with accreditation standards is a fundamental responsibility of this role.</p> <p>Ensure effective coordination with other service areas of AccessHC Liaise and collaborate with internal stakeholders.</p> <p>Contribute as a manager to AccessHC culture Work with the Management Team to develop AccessHC culture. AccessHC operates in a rapidly changing funding environment and its success will be founded on excellent customer service and value. This in turn requires a positive staff culture which is both forward thinking and caring. The fundamental requirement is to ensure equitable access by disadvantaged people to health services which is central to corporate objectives. The embedded values are: equity, collaboration, integrity, accountability, innovation and excellence.</p> <p>Contribute to AccessHC Projects Maintain and grow external partnerships and relationships to create new opportunities for service development.</p> <p>Assist GM Clinical Services in the creation and implementation of business development and strategic plans.</p> <p>Contribute to the development of innovative/ creative service delivery.</p> <p>Contribute to the AccessHC vision of becoming an excellent primary health service.</p> |
| <p>Other responsibility areas (all staff)</p> | <p>Quality and Risk Management Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures.</p> |

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| | <p>Continuous Quality Improvement: Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews as required.</p> |
| | <p>Occupational Health and Safety Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required.</p> |
| | <p>Professional Development Actively participate in relevant continuing professional development as agreed.</p> |
| | <p>Clinical safety Ensure that all areas of responsibility operate in a clinically safe environment for patients, clients and staff. All legal and accreditation standards must be met at all times.</p> |
| | <p>Standard of Conduct To abide by the policies and procedures of AccessHC applicable to the maintenance of good order and conduct. To maintain a harmonious and courteous attitude towards patients, the public and other staff.</p> |

Position Requirements

| Key Selection Criteria | <i>M = Mandatory D = Desirable</i> |
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| Extensive experience and management responsibilities within the mental health sector with exemplary operational and people management skills. Evidence of supporting transformational change | M |
| A tertiary qualification in a mental health or AOD discipline | M |
| Evidence of highly developed interpersonal, communication, negotiation and consultative skills with demonstrated experience in developing and maintaining collaborative partnerships and stakeholder relationships. | M |
| Demonstrated success in developing new initiatives in mental health, AOD and youth services | M |
| Experience in managing in a multidisciplinary setting where care is coordinated across clinical disciplines | D |
| An interest improving the health of people | M |

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| <p>Application Details</p> | <p>For further information contact: Michael Falloon, General Manager Clinical Michael.falloon@accesshc.org.au</p> <p>To apply, please submit your application to recruitment@accesshc.org.au by attaching two documents;</p> <p>(1) Cover letter including a statement addressing the above Key Selection Criteria (2) Resume.</p> <p>Applications close: Friday 1 February 2019</p> |
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I have read and understand the above Position Description:

Signed Name Date / /

Access Health and Community is a Child Safe Organisation

Access Health and Community actively encourages applications from Aboriginal peoples and people from a culturally and/or linguistically diverse background

Access Health and Community is a provider of disability services. Successful applicants will be required to undertake a Disability Worker Exclusion Scheme and if necessary, an International Police check prior to any appointment

Snapshot of Access Health and Community (AccessHC)

AccessHC Service summary:

- GPs and Nurses
- Dental Service
- Allied Health Services
- Complex Care Coordination
- Mental Health Services
- Drug and Alcohol Services
- Child and Family Services including Early Childhood Intervention
- Carer Support Services
- Health Promotion disease prevention activities
- Social support inclusion activities

AccessHC accreditations:

- Registered Community Health Service
- Registered Early Childhood Intervention Service
- QIC accreditation
- GP+ GP practice accreditation
- Aged Care Assessment Service Accreditation
- National Safety and Quality Health Service accreditation (Dental)

AccessHC Funding:

- Medicare
- Commonwealth Home Support program
- NDIS
- State and Commonwealth Drug and Alcohol funding
- Headspace youth mental health funding (PHN)
- State Community Dental Funding
- State Community Health Funding
- State Home and Community Care Funding
- State Early Childhood Intervention Funding
- Private fees and copayments

Access HC snapshot

- 280 staff, 300 volunteers
- Four main locations in Eastern Melbourne: Richmond; Hawthorn; East Doncaster, Ashburton
- Eight smaller locations

Websites

<http://accesshc.org.au/>; <https://iehealth.org.au/> <https://iehealthplus.org.au/>
<http://bialaboxhill.org/> <https://www.mannchs.org.au/> <https://www.hch.org.au/>