

POSITION DESCRIPTION

Position:	Families where a Parent has a Mental Illness (FaPMI) Co-ordinator
Directorate:	Mental Health Services
Division:	Mental Health
Business Unit:	Adult Community Mental Health Services
Enterprise Agreement	VICTORIAN PUBLIC MENTAL HEALTH SERVICES ENTERPRISE AGREEMENT
Reports to:	Adult Services Manager

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve outcomes for our tri-state communities, by creating partnerships, leading a culture and building our team to deliver sustainable services.

VALUES AND BEHAVIOURS

All employees of the Mildura Base Public Hospital are required to uphold the values of our organisation, for more information on our values please refer to the final page of this document.

POSITION SUMMARY

The FaPMI coordinator coordinates service development within the Area Mental Health Service and Northern Mallee catchment area in order to build capacity of the services to respond effectively to the consumer and their families. This will be done through workforce training and resource development, policy and procedure development, group program development, implementation and evaluation, community education and strengthen partnerships between the sectors.

The objectives of this position are to:

- Increase the capacity of the Adult Mental Health Services (AMHS) to provide a family inclusive response to the parenting needs of consumers and the needs of the children.

- Increase the capacity of the adult AMHS network partners to recognise and respond appropriately to parental mental illness.
- Establish and strengthen service networks in partnership with consumers and carers to provide a coordinated and collaborative response to the needs of families where a parent has a mental illness.

KEY RESPONSIBILITIES AND DUTIES

Workforce Development:

- Provide specialist mental health services with training, consultation and supervision processes to promote family focussed practice that takes in to account the needs of all family members, including children.
- Provide training for non-mental health services and network partners about mental illness and its impact on all family members, especially children.

Systems and Procedure Development:

- Develop/promote the establishment of policies and protocols within specialist mental health services that:
- Integrate the early identification of families, including dependent children, where a parent has a mental illness into core practice.
- Implement best practice guidelines for clinicians when working with clients who are parents
- Promote within non-mental health services and network partners the establishment of systems and procedures to recognise and respond appropriately to families where a parent with a mental illness
- Support and/or develop interagency protocols which facilitate robust partnerships between mental health and other primary care providers.

Consultation and Support:

- Facilitate avenues for consultation and support for AMHS clinicians and network partners
- Facilitate referral pathways across mental health and network partners

Inter Organisation Partnership Enhancement:

- Develop new and/ or enhance existing partnerships between sectors and services, including with indigenous and CALD communities, to support the work of the FaPMI program in the region.
- Advocate for and support endeavours to provide programs for parents with a mental illness and for their children and adolescents using allocated brokerage funds.

Adhere to and comply with relevant legislation i.e. Mental Health Act 2014 and the Children, Youth and Families Act 2005 and the Child Wellbeing and Safety Act 2005

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to

ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Essential:

- A relevant degree in Nursing, Social Work, Psychology or Occupational Therapy
- Demonstrated knowledge of and experience working with adults in the mental health field.
- Demonstrated understanding of system change, implementation and workforce development and capacity building
- Ability to design and deliver professional development activities and training to a range of occupational groups and organisations
- Experience in working with adults who are parents who have experienced mental illness, and their families
- Understanding of the developmental needs of children 0-18 years
- Significant experience in providing consultation to a range of service providers
- Sound knowledge of the relevant legislation pertaining to working in mental health and with children, youth and families
- Capacity to collaborate with community-based agencies, consumers and carers.
- Ability to work both independently and interdependently.
- Display adaptability and flexibility to meet the changing operational needs of the business.
- Good communication skills both written and verbal.

Desirable:

- Ability to converse in a language other than English
- Experience and training with research design and statistical analysis Computer skills commensurate with writing reports and data management skills.
- Excellent presentation and public speaking skills.

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required

immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.



Happy

WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic

WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable

WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful

WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based

WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

- | | |
|-------------------------------------|---|
| "I choose..." | "Can we explore that more so I can understand it better?" |
| "I care..." | "We will...us...we can..." |
| "I prefer..." | |
| "I will..." | |
| "I can..." | |
| "Is there a better way to do this?" | |

LANGUAGE WE DON'T USE

- | | |
|--------------------------------------|---|
| "I have to..." | "Things have always been done this way" |
| "I must ..." | "Them and us" |
| "If only..." | |
| "Ah well, that is because of XYZ..." | |
| "Our processes do not let us do it" | |

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

