



POSITION DESCRIPTION

Date	November 2021
Position Title	Coordinator Wellness and Recovery Centre – Bethesda Clinic
Division	Mental Health
Reports to	General Manager – Bethesda Clinic Cockburn

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctor's, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God's love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

Provides clinical and operational ~~coordination, and~~ coordination and participates in the delivery of the consumer centred therapeutic group programs offered within the Wellness and Recovery Centre at Bethesda Clinic.

Works with external providers to deliver targeted programs that are evidence based, trauma informed and recovery oriented.

Plans, implements and evaluates therapeutic group programs to ensure they meet consumer needs and are delivered within a multi-disciplinary, recovery and strengths-oriented framework.

Ensures all required data collection and reporting relevant to private insurers requirements is completed within appropriate time frames

SECTION 3

Key Working Relationships



INTERNAL	EXTERNAL
Chief Executive Officer	General Practitioners
The Executive team	Private Psychiatrists
General Manager	Suppliers
Inpatient Team	Contractors
Clerical Team	Private Health Insurers

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Clinical

- Development and coordination of evidence-based group therapeutic programs targeted to meet the needs of consumers of the Bethesda Clinic
- Work with a nominated group of external health professionals to deliver targeted therapeutic group interventions
- Ensures ongoing evaluation of group therapeutic interventions to ensure they are both effective and appropriate to the needs of the consumer group
- Ensures therapeutic programs dovetail with the overall model / philosophy of care for Bethesda Clinic
- Works collaboratively with the relevant personnel to ensure booking and attendance at group therapy programs is managed effectively
- Works collaboratively with the relevant personnel to manage wait lists for therapeutic group programs
- Actively participates in clinical review meetings and case conferences
- Participates as an active member to ensure collaborative and coordinated multi-disciplinary care
- Contributes to discharge summaries and referrals to other services as appropriate
- Supports skill development in colleagues in relation to provision of groups in the clinical setting through co-facilitation where appropriate
- Contributes to the development of policies and procedures
- Participates in the development of service agreements as required
- Develops quality improvement initiatives using the quality cycle
- Documents all clinical interventions in the electronic medical record (EMR)
- Ensures clinical handover is delivered according to the requirements of the National Safety Quality Health Service Standards (NSQHSS) 2nd edition
- Performs a public relations function
- Participates in the maintenance of accurate data collection as required by the organisation and private insurance agencies
- Undertakes and initiates ongoing professional development to maintain professional and technical skills at an advanced level
- Undertakes other responsibilities and duties as appropriate, within level of knowledge, expertise and scope of practice, as directed by the General Manager



Preventing and Controlling Health Care associated Infection

- Perform hand hygiene as per Hand Hygiene Australia

SECTION 5 Health, Safety and the Environment

- Contributes as far as possible to provision of a safe work environment
- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

SECTION 6 Quality and Risk

- Record initiatives and issues in Riskman
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act and all other relevant legislation
- Complete mandatory training and participate in development reviews

SECTION 7 Partnering with the Consumer

- Working in partnership with consumers to develop holistic, trauma informed and recovery-oriented care, in a genuine and collaborative way

SECTION 8 Selection Criteria

Qualifications
Essential <ul style="list-style-type: none">▪ Tertiary qualifications in Occupational Therapy, Social Work, Nursing or Psychology and eligible for registration with the relevant health professional Board of Australia
Desirable <ul style="list-style-type: none">▪ Post-graduate qualifications or progress towards same in Mental Health
Knowledge and skills
Essential <ul style="list-style-type: none">▪ Demonstrated knowledge and skills in development and coordination of therapeutic group programs for consumers living with mental health issues▪ Demonstrated contemporary knowledge of the range of mental health issues that are prevalent within private mental health treatment facilities and evidence based therapeutic



<p>treatment modalities delivered within a group context</p> <ul style="list-style-type: none">▪ Demonstrated organisational and time management skills.▪ Demonstrated effective interpersonal, written, and verbal communication skills▪ Demonstrated strong administrative, supervisory, management and leadership skills. <p>Desirable</p> <ul style="list-style-type: none">▪ Quality improvement and risk management processes▪ Computer literacy and health information technology skills
<p>Experience</p>
<p>Essential</p> <ul style="list-style-type: none">▪ Working effectively with mental health multi-disciplinary team including external providers▪ Determining and exceeding customer expectations▪ Building and sustaining relationships with colleagues and customers <p>Desirable</p> <ul style="list-style-type: none">▪ Coordinating a group-based program within a private mental health setting

SECTION 9
Acceptance of Position Description

Employee

Date

Manager

Date