

POSITION DESCRIPTION

POSITION TITLE	Commissioning and Contracts Officer – Mental Health, Suicide Prevention, Alcohol and Other Drugs (MHSPAOD)
LOCATION	Penrith NSW
STREAM	Mental Health Suicide Prevention Alcohol and Other Drugs
HOURS	38 hours per week
PD VERSION	1.0

Wentworth Healthcare Limited, provider of the Nepean Blue Mountains Primary Health Network (NBMPHN) is a not-for-profit organisation which works to improve health for the people in our community. This includes the Blue Mountains, Hawkesbury, Lithgow, and Penrith local government areas.

Our mission is to empower general practice and other healthcare professionals to deliver high-quality, accessible, and integrated primary healthcare that meets the needs of our community.

Wentworth Healthcare is funded by the Commonwealth government to support primary care providers, commission primary healthcare services, and better integrate the local health system within the Nepean Blue Mountains region. Specific to this role, this includes:

- Leading mental health and suicide prevention planning, commissioning, and integration of services at a regional level to improve outcomes for people with, or at risk of, mental illness and/or suicide, in partnership primary care and other related services, organisations and providers.
- Delivering drug and alcohol related activities that aim to achieve improved health and social outcomes for individuals, families, and communities at risk of, or currently affected by, substance misuse.

1. Primary Purpose of This Role

This role will work flexibly across the program according to need, to support the commissioning and contracting arrangements of mental health, suicide prevention, alcohol, and other drugs and or community recovery services within the Nepean Blue Mountains region.

The role will work closely with commissioned service providers who will deliver care in the community setting in line with best practice guidelines to people experiencing distress related to mental health, suicide risk, substance misuse and addiction.

The role will also work closely with the team and Manager/s to contribute to strategic planning processes, program design and make recommendations for future commissioning.

The delivery of these services will assist with implementing reform in the region.

2. Key Outcomes

- 2.1. Identified mental health, suicide prevention, alcohol, and other drugs and or community recovery activities are managed across the region.
- 2.2. All commissioned services have undertaken and met the organisation's commissioning framework and process requirements.
- 2.3. All initiatives are implemented through processes that meet the requirements for ongoing evaluation and quality improvement frameworks.
- 2.4. Commissioned service providers operate as part of an integrated stepped care approach to mental health, suicide prevention and drug and alcohol treatment in the region through regular support and consultation practices.
- 2.5. Commissioned service contracts and other activities are managed and maintained within budget and on time in accordance with contractual guidelines and Wentworth Healthcare's annual plan.
- 2.6. High-quality documents and other related communication outputs are developed.

3. Key Relationships

This role is situated in the organisation's Mental Health, Suicide Prevention, Alcohol, and other Drugs Stream, and has the following key relationships:

Supervisor	Clinical Services Manager
Significant Internal Relationships	Community Recovery Manager Commissioning Team Finance Team
Significant External Relationships	Primary care providers Nepean Blue Mountains Local Health District Consumers and their carers Non-Government Organisations Community organisations
Number of Direct Reports	NIL
Level of Role	Level 4

4. Role Requirements

4.1. Essential

- Ability to take responsibility, demonstrate autonomy and expert judgement within area of work including program outcomes.
- Ability to manage competing priorities and demands efficiently and effectively.
- Highly developed communication and engagement skills to enable communication across multiple facets of media to meet the outcomes of both the business and the partnership.

- Demonstrated experience with problem solving skills and the capacity to analyse information and plan approaches.
- Ability to design, develop and integrate multiple pieces of work or project / program outcomes whilst considering risks and mitigation requirements for the organisation.
- Highly developed information technology tools in particular the Microsoft Office suite to an intermediate level, customer relations databases, email, and internet.

4.2. Desirable

- Tertiary level learning in the area of health and/or project management or equivalent training and professional experience.
- Experience working in the Mental Health, Suicide Prevention, Alcohol, and other Drugs and/or the community services sector.

5. Special Conditions

- 5.1. Some out of hours work on evenings and/or weekends may be required (e.g., attendance at community forums or meetings).
- 5.2. Travel across the region within the Wentworth Healthcare boundary may be necessary.
- 5.3. Ongoing requirement to consent to a regular National Police Check being conducted.
- 5.4. Current NSW Driver's Licence.
- 5.5. Working with Children Check (if Appl.).
- 5.6. This role may be subject to public health orders relating to a pandemic or other health emergency. By signing this position description, I agree to comply with all public health order directives.

6. Work Health and Safety

Your safety responsibilities as an employee of Wentworth Healthcare are to take reasonable care of yourself and not do anything that would affect the health and safety of others at work.

You must follow any reasonable health and safety instructions from your employer. It is important that you:

- Work safely.
- Follow instructions.
- Ask if you're not sure how to safely perform the work.
- Use personal protective equipment (PPE) in the way you were trained and instructed to use it.
- Report injuries and unsafe and unhealthy situations to your supervisor or to your Health and Safety Representative.

Acceptance of Position

I hereby accept the position as outlined in the above points and agree to abide by the organisation's values and procedures.

I understand this Position Description is designed to provide a guide to the responsibilities and activities to be undertaken by this position, and that it is not intended to be an exhaustive list. I also agree that there may be changes or additional responsibilities as elements of the role change from time to time.

Name

Signature

Date

Document Management

Manager:	Clinical Services Manager	Date:	September 2023
Corporate Services Approver:	People and Culture Officer	Date:	September 2023
Executive Approver:	CEO	Date:	September 2023