



INTERNAL ONLY

Intake Worker

Wellbeing Primary Mental Health

Allied Health Professionals EA 2021-2025 (Grade 2 AHP / Welfare Worker Class 1-2)

Medical Scientists, Pharmacists and Psychologists EA 2021-2025 (Grade 2)

Permanent, Part Time

40 hours per fortnight

Applications are sought from suitably qualified Allied Health Professionals to join the Wellbeing Primary Mental Health Department as an Intake Worker. This position is open to:

- Allied Health Professionals – Grade 2
- Welfare Workers – Class 1-2

Key responsibilities include:

- Conduct timely and comprehensive initial needs assessments of new referrals into WPMHD
- Conduct risk assessments, management plans and follow up with new referrals as required
- Provide brief intervention to clients during the intake process dependent on the identified client needs
- Accurately maintain data records in line with reporting requirements
- Actively participate in departmental and organisational meetings as required

What we require:

- Bachelor of Social Work, Occupational Therapy, Psychology or equivalent
- Diploma of Welfare or Community Service

If you are passionate about healthcare and are excited to join a dynamic team, we would love to hear from you! Applications close 1 November 2024! Apply today!

How to Apply:

The last page of this document details how to apply for internal positions.

A copy of the Position Description is enclosed within this document.

Enquiries about this position should be directed to Claire O'Brien, Primary Mental Health Team Leader on: (03) 5485 5807 or cobrien@erh.org.au

ERH is an Equal Opportunity Employer and we encourage applications from all members of the community, including people of Aboriginal and Torres Strait Islander descent, culturally, linguistically and gender diverse people and, mature aged people. For further information on the role please refer to the position description.

POSITION DESCRIPTION

Intake Worker, Wellbeing and Primary Mental Health

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The intake position is responsible for co-ordinating referrals, intake assessment, and supporting access to additional external services for those who are referred into the Wellbeing and Primary Mental Health Department (WPMHD).

The intake worker will provide services which respond to the complex needs of our diverse community and supports access to counselling and therapeutic service. The intake worker will support a 'broad front door approach' to ensure client needs are matched with the appropriate level of care and treatment program. The intake worker will be part of an integrated team and will discuss cases with the clinical care team at weekly meetings within WPMHD.

Position Details	
Position Title:	Intake Worker
Department	Wellbeing and Primary Mental Health Department
Reports to:	Team Leader- Primary Mental Health Department
Enterprise Agreement:	Allied Health Professionals (Victorian Public Sector) Enterprise Agreement 2021-2025 Medical Scientist, Pharmacists & Psychologists 2021-2025
Position Classification:	Grade 2 AHP Welfare Worker (Class 1-2)

Key Accountabilities
Conduct timely and comprehensive initial needs assessment of new referrals into WPMHD
Conduct risk assessments, management plans and follow up as required for new referrals.
Ensure that service provision is based upon a stepped care model which identifies the differing clinical needs of clients.
Maintain, develop and disseminate information for external services and additional resources for clients.
Provide brief intervention to clients at intake stage depending upon identified need.
Effective and efficient waitlist management for adult service streams
Ensure accurate data entry on medical systems and meet reporting requirements
Provide other duties as required
Be responsible for developing own self care plan and monitoring this with manager to ensure practitioner wellbeing and emotional and psychological safety.

POSITION DESCRIPTION





Intake Worker, Wellbeing and Primary Mental Health

Organisational Responsibilities

- Positively promote ERH within and externally to the organisation
- Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
- Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
- Comply with relevant registration bodies mandatory continuing professional development requirements
- Carry out all work and interactions in alignment with the CARE values
- Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position
- Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
Primary Care Clinicians	Primary Care services
Echuca Regional Health Staff	Tertiary Mental Health

Selection Criteria

Essential:

Qualifications:

- A Degree Level Qualification in Social Work, Psychology, OT or equivalent
- Diploma of Welfare or Community Service

Ability to comprehensively conduct intake assessment of client needs which may be complex in nature and understanding of treatment and external referral pathways.

Demonstrated knowledge care co-ordination

POSITION DESCRIPTION

Intake Worker, Wellbeing and Primary Mental Health

The ability to confidently liaise and consult with external services and organisations as required

Strong administration and organizational skills and computer literacy. Strong ethical standards and a commitment to confidentiality

Well- developed interpersonal and communication skills to establish rapport with consumers and clear communication with colleagues and other service providers

Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File



HOW TO APPLY



01 - Read Position Description

The below Position Description will outline the duties and responsibilities that the role entails.



02 - Questions about the role

If after reading the Position Description, you have questions about the role, salary, team or contract details please contact the HR Team via recruitment@erh.org.au




03 - Ready to apply

To apply for this position, please supply the following;

1. Current Resume
2. Cover Letter
3. Key Selection Criteria

via email to recruitment@erh.org.au

Please ensure the **subject line** is the name of the position you wish to apply for. An example is provided below.

 Send	To...	Recruitment
	Cc...	
	Subject	Medical Ward Registered Nurse

Dear Recruitment Team,

Please find attached my:

1. Resume
2. Cover Letter
3. Key Selection Criteria

For the position of Registered Nurse on the Medical Ward.

Kind Regards,

John Smith