

## POSITION DESCRIPTION

<b>Position title:</b>	Mental Health and Alcohol & Other Drugs [MHAOD] Manager		
<b>Program/Team:</b>	Health Team		
<b>Employment type &amp; hours:</b>	Full-time   76 hours per fortnight		
<b>Award conditions:</b>	Social, Community, Home Care & Disability Services Award 2010	<b>Remuneration:</b>	SACS Level 6
<b>Working from:</b>	The Hub, Fortitude Valley and/or other BYS offices.		
<b>Reporting to:</b>	Reports to the Clinical Services Senior Manager; responsible for 5 direct reports and rotational placement student		
<b>Probation period:</b>	6 [six] months		
<b>Primary purpose of position:</b>	This position leads a multi-disciplinary team responsible for providing alcohol and other drug intervention, mental health support, group activities, and dual-diagnosis counselling. The role oversees the delivery of centre based, group and mobile support services.		
<b>In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting</b>			
<b>Selection Criteria:</b>	<ol style="list-style-type: none"> <li>1. Understanding of and commitment to BYS vision, objectives and practice framework.</li> <li>2. Demonstrated understanding of mental health and alcohol/other drug issues impacting vulnerable young people, and well developed knowledge of effective recovery-oriented interventions.</li> <li>3. Highly developed critical thinking, problem solving and risk management skills and demonstrated application of these in a frontline service delivery setting.</li> <li>4. Demonstrated ability to lead, inspire and effectively manage a team of professional staff and students.</li> <li>5. Demonstrated ability to plan, implement, monitor and evaluate programs and service responses with a focus on continuous improvement.</li> <li>6. Highly developed communication and interpersonal skills.</li> <li>7. Demonstrated ability to prioritise and meet deadlines supporting the delivery of service contracts, reporting and budgets.</li> </ol>		
<b>Education, Qualifications, Requirements [Mandatory]:</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification in Social Work, Human Services, Psychology, Social Sciences or comparable qualification OR substantial demonstrated experience in a related field</li> <li>• Current Queensland driver's license</li> <li>• Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement</li> <li>• National Police Check clearance</li> <li>• Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; Hepatitis B [health team workers only] and COVID-19</li> <li>• Three references, including most recent manager, if relevant</li> </ul>		
<b>Skills &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Previous management experience in the not for profit sector</li> </ul>		

	<ul style="list-style-type: none"> <li>• Experience delivering and monitoring health related programs for vulnerable young people</li> <li>• Experience developing networks and collaborative relationships with external providers</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• An ability to lead and motivate, and contribute in a positive way to the health services of BYS</li> <li>• Ability to work independently exercising a high degree of initiative, judgement and decision making</li> <li>• Strong analytical skills</li> <li>• Personal drive and integrity</li> <li>• Consultative and collaborative working attitude</li> <li>• Commitment to a learning culture and ongoing professional development</li> </ul>
<b>KEY RESULT AREAS - Role and responsibilities</b>	
<b>Service Delivery:</b>	<ul style="list-style-type: none"> <li>• Lead a multi-disciplinary team to provide intake, assessment, brief intervention and planned support for vulnerable young people with mental health and/or alcohol and other drug challenges</li> <li>• Oversee the Mental Health and Alcohol &amp; Other Drugs service delivery for young people in accordance with relevant legislation, program guidelines, service standards and BYS policies and procedures</li> <li>• Ensure the delivery of quality services for young people by monitoring and reviewing support plans and the alignment of interventions with the BYS Practice Framework and the Health Services Clinical Governance Framework</li> <li>• Identify, mitigate and monitor risks in the delivery of services to young people in line with BYS policy and procedures</li> <li>• Manage critical incident responses to ensure the safety of young people, family members, staff, and the community</li> <li>• Contribute to the development of organisational policies and procedures and ensure compliance with relevant clinical and service standards.</li> <li>• Ensure programs deliver agreed outcomes in accordance with service agreements.</li> <li>• Maintain current knowledge of trends, policies and good practice in the provision of youth, family and therapeutic interventions</li> <li>• Ensure the timely, consistent and accurate completion of client records, including intake and outcomes assessment data, to contribute to monitoring, evaluation and reporting on program performance and outcomes in accordance with service agreements</li> <li>• Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance</li> <li>• Participate in quantitative and qualitative data collection, analysis and critical reflection to support BYS continual quality improvement, research and evaluation processes</li> <li>• Participate in and represent the organisation in relevant networks, forums, etc</li> <li>• Develop and maintain collaborative relationships with internal and external stakeholders</li> <li>• Undertake other tasks as required</li> </ul>
<b>People, Culture, Safety:</b>	<ul style="list-style-type: none"> <li>• Manage the recruitment, induction, development and performance of staff with a focus on growing individual knowledge, skills and professional practice</li> <li>• Model and drive a culture of respect, optimism, accountability, and resilience in line with the organisation's values</li> <li>• Attend supervision with Line Manager (at least monthly) to monitor the service and performance</li> <li>• Develop and monitor performance plans, learning and development plans and self-care plans for team members</li> </ul>

	<ul style="list-style-type: none"> <li>• Protect and promote the rights of children and young people, including making decisions compatible with the Human Rights Act 2019; and responding to and reporting suspicions and disclosures of abuse or harm</li> <li>• Ensure a healthy and safe workplace for all by adhering to BYS Work Health, Safety and Wellbeing Policy, Procedures and Practices</li> <li>• Actively participate to deliver the BYS Reconciliation Action Plan [RAP] initiatives and measurable actions that support First Nations equality across our organisation and services</li> <li>• Provide effective supervision to all team members and maintain supervision records in line with BYS policies</li> <li>• Enhance service delivery through regular staff training and supervision.</li> <li>• Model ethical behaviours and consistently apply ethical standards to self and others</li> <li>• Drive performance and accountability for achieving expected outcomes</li> <li>• Participate in staff meetings, service reviews and organisational planning</li> <li>• Undertake and participate in staff training and development activities as required</li> <li>• Support staff to supervise student placements</li> </ul>
<b>Administration:</b>	<ul style="list-style-type: none"> <li>• Manage all administrative functions relating to the role and the team in accordance with relevant policies and procedures</li> <li>• Monitor and report performance against contracted targets and liaise with funding bodies as required</li> <li>• Submit timesheets and leave requests on time and accurately.</li> <li>• Ensure appropriate records are created and maintained in accordance with relevant legislation and organisational policies</li> <li>• Provide monthly reports to the Board and as required to the Executive Management Team</li> <li>• Accurate and timely completion of credit card reconciliation, emergency relief spending and client brokerage</li> <li>• Undertake other tasks as required</li> </ul>

*The changing demands of BYS's organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYS, and these responsibilities do not limit what may be reasonably requested of an employee during the course of their employment. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfill this role in accordance with the key result areas outlined above.*

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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