

Position title	Manager Mental Health and Alcohol and Other Drugs (AOD)		
Position holder	Vacant		
Program	Mental Health and AOD		
Funded by	Grampians Community Health		
Based at location	Horsham, Stawell or Ararat		
Responsible to	<ul style="list-style-type: none"> • General Manager Community Services • Chief Executive Officer 		
Direct reports	<ul style="list-style-type: none"> • Program Leader Mental Health • Program Leader AOD 		
Award	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026		
Classification	HS7		
Hourly rate	\$63.32	Annual	\$125,120 (full time)
Status	Full time or part time by negotiation		
Hours per week	38 hours or as negotiated		
PD last updated and approved by CEO	July 2024		

Remuneration package

The remuneration package for this position in addition to salary includes:

- Superannuation Guarantee as per legislated provisions.
- Over award payment of \$4.05 per hour (\$8,000 per annum based on full time hours) to compensate for reasonable overtime, after hours work attendance for meetings and backfill when the General Manager Community Services is on leave.
- Generous not for profit/charitable institution salary packaging.

Additional over award allowances may be negotiated with the Chief Executive Officer.

Position summary

The Manager Mental Health & AOD provides coordination and leadership to program functions related to delivering direct client support for the communities that Grampians Community Health serves. The position will require travel between GCH work sites.

The position provides effective operational management and leadership to staff who provide a range of mental health and AOD related supports to people regardless of age, ability or social status. Support required may include all sectors from youth to aged care within the Grampians Wimmera subregions.

The position will contribute to achieving the vision, goals and values articulated in the organisation's strategic plan.

Key responsibilities

Operational

1. Provide effective leadership to Program Leaders and staff in the delivery of Mental Health and AOD services that are accessible, responsive, safe, flexible, timely, client focussed and best practice across the Grampians Community Health Catchment.

2. Proactively identify, develop and maintain opportunities and collaborations beneficial to GCH, clients and community.
3. Provide timely advice and recommendations to the Executive on current and emerging issues, service gaps, Mental Health and AOD program needs and resource requirements.
4. Provide supervision and support to Mental Health and AOD staff including efficient planning and rostering of staff supervision, and ensure staff are engaged in supervision and support to students as required.

Governance

5. Develop, implement, and evaluate procedures, systems and processes as part of continuous quality improvement to ensure efficient, appropriate and responsive services.
6. Work with complainants, staff, clients, partners and providers to identify concerns and develop options to achieve resolution within the GCH policy guidelines and quality improvement and risk management frameworks.
7. Ensure sound clinical governance procedures are in place and always followed.
8. Ensure Mental Health and AOD services are delivered in adherence to funding guidelines, partnership arrangements and relevant accreditation standards.
9. Set and monitor performance targets and provide regular reports to General Manager, partner agencies and funding bodies as required in a timely manner.

Financial

10. Collaborate with Finance and General Manager to develop Mental Health and AOD annual budget and ensure program/s operate within budget allocation.
11. Prepare reports, submissions and funding applications in conjunction with the General Manager within required timelines.

Other

12. Other duties commensurate with current skills and experience as agreed with the General Manager or the Chief Executive Officer.

Key selection criteria

Qualifications

- Tertiary qualification in Mental Health, Alcohol and Other Drugs or social services in a related field (relevant bachelor qualifications are highly desirable).
- Or demonstrated relevant experience in managing large and diverse teams within the community service setting.

Mandatory:

- Strong knowledge and understanding of community services.
- Strong understanding of leadership models.
- Strong understanding of continuous quality improvement and accreditation.
- Experience working with groups of people who frequently feel disengaged, disenfranchised and experience challenging social, educational and personal situations.
- Knowledge of the issues relating to mental health, addictions and life situations that can lead a person to seek support.
- Knowledge and understanding of government policies relevant to the programs.
- Knowledge of contemporary responses services systems.

Desirable:

- Minimum two years in a senior management position.
- Experience in leading community services programs.

- Ability to maintain records accurately and efficiently in line with organisational audit requirements.
- Experience building, contributing and maintaining networks for organisational and client benefit.
- Experience of relevant funding streams.

Demonstrated skills and experience

- Attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to always maintain confidentiality.
- Demonstrated computer software and skills, including Microsoft Office and the internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of stakeholders at all levels.
- Demonstrated ability to positively contribute to workplace culture and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Employee Working with Children Check

Personal attributes

- Empowering
 - Professional
 - Inclusive
 - Compassionate
 - Courageous
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Conditions of employment

This position is ongoing and is subject to:

- Successful completion of a six-month probationary period.

And requires the following checks:

- Satisfactory police check
- Employee Working with Children Check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Required training

- MARAM Leading Alignment
 - MARAM Brief and Intermediate
 - Sentiont online learning management system courses as required.
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Employee acceptance of position:

Employee signature

Vacant

Date