


POSITION DESCRIPTION

JHFMHN – Court Liaison Officer – Statewide Community & Court Liaison Service

<p>Our CORE values Collaboration Openness Respect Empowerment</p> 	
Organisation	NSW Health
Local Health District / Agency	Justice Health and Forensic Mental Health Network
Position Classification	Clinical Nurse Consultant Gde 2, Clinical Psychologist, Occupational Therapist Level 4, Social Worker Level 4
State Award	Health and Community Employees Psychologists (State) Award, NSW Health Service Health Professionals (State) Award, Public Health System Nurses & Midwives (State) Award
Category	Multidisciplinary
Website	www.justicehealth.nsw.gov.au

PRIMARY PURPOSE

To assist the Local Court Magistrate with the diversion of defendants who have or are suspected of having a mental illness, mental disorder or a cognitive impairment from the Criminal Justice System (Court and Correctional Centres) into the community.

ESSENTIAL REQUIREMENTS

- Holds a relevant post graduate qualification in mental health.
- Hold a current NSW Drivers Licence.

Clinical Nurse Consultant Grade 2:

- Current authority to practice as a Registered Nurse with the Nursing & Midwifery Board of Australia.
- Current full registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Five years full time equivalent post registration clinical experience, with at least 3 years full time equivalent in an acute mental health setting.

Occupational Therapist Level 4:

- Must hold qualifications recognised for registration with the Occupational Therapy Board of Australia.
- Must hold general registration with the Occupational Therapy Board of Australia.
- Five years full time equivalent post registration clinical experience, with at least 3 years full time equivalent in an acute mental health setting.

Clinical Psychologist

- Four year degree in psychology, being a three year degree with a fourth year honours in psychology; or a qualification deemed equivalent by the employer.

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- Hold general registration with Australian Health Practitioners Regulation Agency (AHPRA).
- Five years full time equivalent post registration clinical experience, with at least 3 years full time equivalent in an acute mental health setting.

Social Worker Level 4:

- Minimum Bachelor's degree in social work which provides eligibility for membership of the Australian Association of Social Workers, or other qualification deemed equivalent by the employer.
- Five years full time equivalent post registration clinical experience, with at least 3 years full time equivalent in an acute mental health setting.

KEY ACCOUNTABILITIES

- Comprehensive mental health and risk assessment of defendants brought before the local courts that may have been identified as a result of a custodial screening process or have been referred to the SCCLS.
- Triage of referrals, the completion of a mental health and risk assessment, obtaining collaborative information from relevant treatment providers to confirm and support the psychiatric opinion and the provision of a court report.
- Document all clinical information according to Justice Health and Forensic Mental Health Network (JH&FMHN) policy and the SCCLS procedure manual; maintain SCCLS and JH&FMHN databases to capture court statistics and activity as directed by the SCCLS management.
- Participate in the development of service planning and formulation of relevant policies
- Provide education and information to the local stakeholders including Court, Local Health Districts (LHD) and Non-Government Organisations (NGOs).
- Develop and report on a bi-annual education schedule in consultation with local stakeholders to meet their specific education requirements.
- Maintain professional involvement and development through the attendance and participation at weekly team meetings and professional and planning days.
- Participation in research and practice Improvement projects pertaining to JH&FMHN and court diversion processes.

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KEY CHALLENGES

- Ensure the successful and safe diversion of mentally ill, mentally disordered or cognitively impaired people from the judicial system into appropriate community based services.

KEY RELATIONSHIPS

Who	Why
Clinical Director and SCCLS psychiatrists.	To seek advice and direction for clinical issues.
Magistrate and Court stakeholders	To assist with diversion of mentally ill, mentally disordered and cognitively impaired people from the Court into community based treatment.
SCCLS Operations Manager	To seek advice and direction on operational issues.
Local Health Districts (LHD) and other community treatment providers	Ensure the safe transfer of the patients care between JH&FHMN and the LHD and other treatment providers

SELECTION CRITERIA

1. Current full registration as indicated in your professional classification.
2. Five years clinical experience, including 3 years in an acute mental health setting.
3. Post basic qualification in mental health.
4. Proven advanced mental health assessment, risk assessment and diagnostic interviews skills.
5. Proven clinical leadership skills including highly developed negotiation and problem solving skills.
6. Demonstrated excellent communication and interpersonal skills including verbal and written.
7. Proven high level skills in provision of education sessions.
8. Sound working knowledge of relevant NSW Mental Health Legislation and other legal frameworks.

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OTHER REQUIREMENTS

The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of JHFMHN, and in line with both the NSW Health Code of Conduct and JHFMHN Code of Conduct. This position may be required to conduct mental health assessments at Correctional Centres or travel to surrounding courts to conduct assessments.

The following specific requirements should be noted:

- **Qualifications**
Relevant qualifications in mental health.

Vaccination
Category A

- **Workplace Culture**

Model the NSW Health CORE values and the JHFMHN values and ensure all workplace conduct is consistent with the behaviours associated with those values and both the NSW Health Code of Conduct and JHFMHN Code of Conduct.

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CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
	Deliver Results	Intermediate
	Plan and Prioritise	Adept
Think and Solve Problems	Adept	
Demonstrate Accountability	Adept	
Finance	Intermediate	
Technology	Intermediate	
Procurement and Contract Management	Foundational	
Project Management	Adept	
Manage and Develop People	Foundational	
Inspire Direction and Purpose	Foundational	
Optimise Business Outcomes	Foundational	
Manage Reform and Change	Foundational	

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Deliver Results		<ul style="list-style-type: none"> Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Prepare accurate estimates of costs and resources required for more complex projects Communicate the project strategy and its expected benefits to others Monitor the completion of project milestones against goals and initiate amendments where necessary Evaluate progress and identify improvements to inform future projects
People Management Inspire Direction and	Foundational	<ul style="list-style-type: none"> Assist team to understand organisational direction Ensure team members understand the organisation's, policies and services

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Purpose		<ul style="list-style-type: none">• Ensure team members understand how their activities align to business objectives and affect overall performance• Recognise and acknowledge team members' high quality work

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Job Demands for: JHFMHN - POSITION DESCRIPTION

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Physical Demands

<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Infrequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Infrequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Infrequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Infrequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p>

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Infrequent	Not Applicable
Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps	Lifting/Carrying - light lifting and carrying (0 to 9 kg)
Infrequent	Occasional
Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)	Lifting/Carrying - heavy lifting and carrying (16kg and above)
Infrequent	Not Applicable
Reaching - arms fully extended forward or raised above shoulder	Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body
infrequent	Infrequent
Head/Neck Postures - holding head in a position other than neutral (facing forward)	Hand and Arm Movements - repetitive movements of hands and arms
Infrequent	Frequent
Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands	Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work
Occasional	Not Applicable

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Driving - Operating any motor powered vehicle

Occasional

Sensory Demands

Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)

Constant

Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)

Constant

Smell - use of smell is an integral part of work performance (e.g. working with chemicals)

Infrequent

Taste - use of taste is an integral part of work performance (e.g. food preparation)

Not Applicable

Touch - use of touch is an integral part of work performance

Occasional

Psychosocial Demands

Distressed People - e.g. emergency or grief situations

Frequent

Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness

Frequent

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<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p>	<p>Restraining - involvement in physical containment of patients/clients</p>
<p>Frequent</p>	<p>Not Applicable</p>
<p>Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies</p>	
<p>Frequent</p>	

Environmental Demands

<p>Dust - exposure to atmospheric dust</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p>
<p>Not Applicable</p>	<p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p>
<p>Not Applicable</p>	<p>Not Applicable</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p>
<p>Not Applicable</p>	<p>Infrequent</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p>

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Infrequent	Infrequent
Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C	Confined Spaces - areas where only one egress (escape route) exists
Not Applicable	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls
Infrequent	Infrequent
Working At Heights - ladders/stepladders/scaffolding are required to perform tasks	Biological Hazards - exposure to body fluids, bacteria, infectious diseases
Not Applicable	Not Applicable

