

1. POSITION DETAILS			
Position Title	IAR Training and Support Officer	Date Approved	
Portfolio	MH & AOD	Contract Period	Fixed Term Contract to 30 June 2023
Version update		J&P last updated	7 March 2022
2. POSITION CONTEXT			
Organisational overview	Vision A healthier Adelaide by 2030.		
	Mission We will: <ul style="list-style-type: none"> • Connect and facilitate a quality health system • Ensure that you are heard, consulted and empowered • Work with you to improve your health outcomes • Improve your experience of the health system and your outcomes • Ensure health providers work together • Respond to health needs of the most vulnerable in our community. 		
	Our Signature Behaviours <ul style="list-style-type: none"> • We do what we say we will do. • We are consistently transparent and timely. • We use our people and resources wisely. • We work, achieve and celebrate together. 		
Job purpose statement	<p>The purpose of this role is to support General Practitioners (GPs) and clinicians in the primary care setting, using the stepped care model to select the least intensive level of care, for a person presenting for mental health assistance by using the Initial Assessment and Referral (IAR) tool. This will contribute to achieving nationally consistent levels of care for persons presenting with similar conditions.</p> <p>The IAR Training and Support Officer (TSO) primary role is to support GPs and clinicians in learning and implementing the IAR into clinical practice and workflow.</p>		
Reporting/working relationships	Reports to: <ul style="list-style-type: none"> • Executive Manager Mental Health & Alcohol and Other Drugs via Central Referral Unit Operations Manager 		
Special conditions	<ul style="list-style-type: none"> • Some out of hours' work may be required. • Intrastate and interstate travel may be necessary. • Appointment is made subject to ongoing satisfactory screening and criminal history checks. • Must hold and maintain a current Driver's Licence & insurance. • Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO). • Adelaide PHN is a smoke free workplace. • Participate in Performance Review & Development process every 6 months. 		

3. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none"> • A passion and commitment to improving primary health outcomes within our community. • Ability to support Adelaide PHN to deliver outcomes within required timeframes. • Understanding of, and ability to practice the principles of Primary Health Care. • Exceptional communication skills both written and verbal, and the ability to communicate Adelaide PHN key messages. • Ability to engage and collaborate with a wide range of stakeholders and community groups. • Demonstrated ability to work within a team, and in cross-portfolio teams and groups. • Demonstrated problem solving and analytical skills including an ability to identify innovative and cost-effective solutions. • Demonstrated ability to prepare high quality reports including recommendations. • Ability to exercise sound judgement in making decisions, including being able to think and act strategically in the formulation and implementation of policies and practices. • Capacity to analyse data and systems and make quality improvement recommendations.
Attributes	<ul style="list-style-type: none"> • Commitment to improving health outcomes for vulnerable populations. • Resilience, responsiveness, enthusiasm. • Ability to work in a virtual environment • Ability to build rapport quickly
Experience	<ul style="list-style-type: none"> • Experience and extensive skills in program management, change management and/or clinical systems redesign. • Experience working with General Practice and knowledge of general practice workflows. • Relevant clinical experience in primary care, tertiary care or the community sector, (ideally in the mental health industry in fields such as psychology, social work, mental health nursing, or occupational therapy). • Proven experience in delivering one on one and group training and executing successful training programs. • Formal training and education experience and/or Certificate 4 in Training & Assessment (desirable).
Knowledge	<ul style="list-style-type: none"> • Sound understanding of health promotion, public health or health design. • Demonstrated understanding of the primary health care sector including mental health in South Australia, and the importance of pathways of care between primary and secondary care. • Knowledge of primary care practice environments, mental health referral pathways, eligibility criteria for mental health psychosocial services and digital health technology (highly regarded).
Qualifications	<ul style="list-style-type: none"> • A tertiary qualification in a health-related area and/or extensive experience in health-related project management and delivery and/or education and training.

4. ORGANISATIONAL REQUIREMENTS

Compliance	<ul style="list-style-type: none"> • Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives. • Be aware of and adhere to Adelaide PHN's policies and procedures. • Participate in Adelaide PHN Quality Improvement. • Demonstrate a commitment to our Adelaide PHN Signature Behaviours.
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5. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development processes unless required earlier.

Employee:		Signature:	Date:
Manager:		Signature:	Date:
CEO:	Michelle McKay	Signature:	Date: