



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MANAGER-MENTAL HEALTH SERVICES	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT MENTAL HEALTH
4. ORGANIZATIONAL RELATIONSHIP The Manager-Mental Health Services will report to the Medical Director/County Medical Officer of Health.	5. NATURE & SCOPE The Manager-Mental Health Services works along with the Specialist Medical Officer (Mental Health) in order to efficiently manage all Psychiatric and Mental Health Services throughout the Region.	
6. SPECIFIC ACCOUNTABILITIES The Manager-Mental Health Services: <ul style="list-style-type: none"> <input type="checkbox"/> Manages the operations of the Psychiatric and Mental Health Services throughout the Region <input type="checkbox"/> Advises the Medical Director and County Medical Officers of Health on matters concerning Mental Health. <input type="checkbox"/> Develops a regional plan for Mental Health Services. <input type="checkbox"/> Implements and monitors the regional mental health plan. <input type="checkbox"/> Reviews mental health services and determines mental health records. <input type="checkbox"/> Develops informational systems to monitor mental health services. <input type="checkbox"/> Establishes policies and protocols. <input type="checkbox"/> Prepares budget proposal and administer budget. <input type="checkbox"/> Trains and educates subordinates with respect to delivery of mental health services. <input type="checkbox"/> Supervises community mental health staff and the services offered. <input type="checkbox"/> Plans and implements health promotional activities. <input type="checkbox"/> Prepares operational and informational reports. <input type="checkbox"/> Liaises internally with executives, institutional heads and departmental heads. <input type="checkbox"/> Liaises externally with governmental agencies and other stakeholders. <input type="checkbox"/> Represents the Authority's mental health interest with institutions and organisation's locally, regionally and internationally. <input type="checkbox"/> Serves on the Regional Mental Health Committee. <input type="checkbox"/> Establishes Standards of Performance for staff. <input type="checkbox"/> Evaluates support staff standards of performance and makes recommendations re: Training Needs, Promotion and Monetary Rewards. <input type="checkbox"/> Performs related work as required. 		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of principles and practices of psychiatry including differential diagnosis and treatment approaches: current developments, trends, and research in the medical psychiatric field.
- Knowledge of laws regarding informed consent, documentation requirements.
- Knowledge of community mental health practices.
- Ability to diagnose psychiatric disorders in children and adolescents.
- Ability to establish and maintain therapeutic relationships with children, adolescents, and families.
- Establish and maintain effective working relationships with staff, patients and relatives.
- Excellent leadership skills.
- Ability to coach and mentor junior staff

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by the possession of a Bachelor's Degree in Social Sciences /Psychiatric Nursing/ Health Administration or Health Planning.
- A minimum of eight (8) years working experience at a general hospital and training and experience in Psychiatry and Mental Health, three (3) of which should be in a middle or senior managerial position.
- Training and or Certification in Leadership
- Experience and/ or training in health education will be an asset

9. SUPERVISORY RESPONSIBILITIES

- Psychologist
- Psychiatric Social Worker I
- Mental Health Officer I
- Registered Mental Nurse
- Nursing Assistant
- Junior Administrative Assistant
- Health Information Clerk
- Hospital Attendant I

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Clinical Staff of Mental Health Department
- Medical Director
- County Medical Officer of Health
- Manager-Hospital Administration
- Manager-Para Clinical Services
- All medical and nursing personnel
- Facility Department
- Biomedical Engineering Department
- Human Resources Department

External:

- Ministry of Health
- Other Regional Health Authorities
- Members of the public