


Ref #:	
 Government of Trinidad and Tobago <b><u>Non – Standard JOB DESCRIPTION</u></b> <b><u>MENTAL HEALTH PROGRAMME</u></b> <b>FOR CONTRACT EMPLOYMENT</b>	
<b>JOB TITLE: DIRECTOR, MENTAL HEALTH</b>	
<b>JOB SUMMARY:</b>	
<p>The Director, Mental Health is responsible for policy formulation, strategic leadership, technical direction, management, coordination and evaluation of the national programmes for Mental Health.</p>	
<b>REPORTS TO:</b>	CHIEF MEDICAL OFFICER
<b>SUPERVISION GIVEN TO:</b>	<ul style="list-style-type: none"> <li>• MANAGER, MENTAL HEALTH</li> <li>• BUSINESS OPERATIONS ASSISTANT II</li> </ul>
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Provides effective strategic leadership to support the process of mental health reform and the mental health and substance abuse programmes of the government of Trinidad and Tobago</li> <li>• Formulates policies and procedures for improvement in mental health and substance abuse services</li> <li>• Reviews the national context/landscape and identifies the needs for adjustments or expansion of mental health and substance abuse activities</li> <li>• Ensures that appropriate standards and procedures are implemented in keeping with international best practices</li> <li>• Plans, organizes and directs through subordinate supervisors the work of staff engaged in a variety of countywide mental health and substance abuse program activities</li> <li>• Ensures that critical support systems are established to facilitate the continuous provision of mental health services and substance abuse prevention and treatment services</li> <li>• Identifies as necessary, the areas for expansion of services based on national need and guides the conduct of legislative and other relevant research to support implementation of the required initiatives .</li> <li>• Creates a system of clear referral algorithms to improve communication and referral pathways between health care providers.</li> <li>• Represents the Ministry/ Unit on various committees, meetings, conferences, workshops and other fora as required.</li> </ul>	

- Performs other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE:**

- Program planning, mental health administration and coordination.
- Biopsychosocial model of care and community based psychiatry.
- One or more of the following fields: psychiatry, rehabilitation, psychology, social work, or psychiatric nursing or marriage /family therapy.
- Public Sector principles and practices.
- Quality improvement strategies and methodologies for monitoring and evaluation of performance
- The interrelationships of services provided by local public and private mental health agencies and organizations.
- Conducting and assessing clinical audits
- The principles of the various mental health disciplines and clinical care.
- The uses and effects of medication in psychiatric and related conditions.
- Current developments in the field of psychiatry.
- Quality improvement strategies and methodologies for monitoring and evaluating health systems performance
- Protocol procedures

### **SKILLS AND ABILITIES:**

- Plan, organize and direct the activities of staff working in varied mental health and substance abuse programs.
- Lead, mentor and motivate staff to achieve organizational goals
- Exercise initiative, ingenuity and sound judgment in solving difficult administration and personnel problems.
- Evaluate mental health and substance abuse programs and develop revised or new programs as necessary to meet the needs of the community.
- Express ideas effectively in oral and written form.
- Understand and relate to others the aims, concepts and principles of mental health and substance abuse programs.
- Maintain strict confidentiality
- Presentation skills

### **MINIMUM EXPERIENCE AND TRAINING:**

- A medical degree from an accredited School of Medicine
- Post Graduate qualifications in Psychiatry
- Registration as a Specialist in Psychiatry by the Medical Board of Trinidad and Tobago
- Five (5) to eight (8) years postgraduate experience
- Additional qualifications or experience in Public Health or Management will be considered an asset
- Any equivalent combination of experience and training.