

## **JOB ADVERTISEMENT**

### **HEALTH EQUITY INITIATIVES (HEI)**

#### **Recruitment of Mental Health Services Administrator**

Health Equity Initiatives is a Malaysian based organization that advances the right to health for marginalized communities. To this end, HEI implements an integrated mental health program that adopts a community based, participatory approach for refugees and asylum seekers. The core of HEI's program is community based interventions which engage closely with refugee community organizations to recruit and develop community health workers (CHWs) to carry out mental health interventions at the community. HEI is currently recruiting a Mental Health Services Administrator. This position has the following roles and with it, the tasks that is required to perform this role.

#### **Mental Health Services Administrator**

1. The liaison role of administrator has the responsibilities of:
  - Liaison with external referrals for mental health services, in accordance to HEI's protocol
  - Liaison with external referrals for mental health reports required, in accordance to HEI's protocol
  - Supporting the preparation of the translation, evaluation forms for the internal and external training by the Mental Health Services Unit
  - Providing the data to the Monitoring and Evaluation Officer in the production of the monthly report.
  
2. The administrative role has the responsibilities of:
  - Preparation of the patient's files required for mental health clinic at the community centre
  - Ensuring that all internal documentations and systems related to patient care are kept in good condition
  - To orientate new MHS team members on the forms of the unit
  - Internal coordination to ensure that patients' feedback for all HEI's Mental Health Services is obtained

- Coordination of the teaching clinics, seminars and case conference/supervision.
3. The role of monitoring has the responsibilities of
    - Ensuring that the internal and external referrals for mental health assessments are processed in a timely manner
    - Ensuring that the mental health reports are processed in accordance to the established protocols, and submitting those mental health reports
    - Attendance of voluntary part-time CHWs that is under the Mental Health Services.
  4. Role of reporting has the responsibilities of reporting to the Mental Health Services Coordinator
    - Liaison with the Monitoring and Evaluation Officer in the provision of data in the production of the monthly reports.
  5. The role of organizational representation has the following responsibilities
    - Supporting community outreaches when necessary.

As this is a created role within the organizational structure, that there will be changes in the roles and responsibilities that will be reviewed from time to time.

#### Critical Attributes

1. Basic knowledge in mental health, for example, a course on para-counseling
2. At least five years working experience
3. Passion to work with marginalized communities.

Interested applicants, please email your CV/Resume to:  
[admin@healthequityinitiatives.com](mailto:admin@healthequityinitiatives.com) with the subject header “Mental Health Services Administrator” by 31<sup>st</sup> January 2017.