



## Employee Position Description

Position Details		
<b>Position Title:</b> Mental Health Clinician- Private Provider	<b>Department:</b> headspace	<b>Agreement:</b> N/A
<b>Reports To:</b> Manager, headspace	<b>Location:</b> Hawthorn	
<b>Direct Reports:</b> NIL	<b>Employment Status:</b> Part Time	<b>Classification:</b> N/A
Position Primary Purpose		
<p>The primary role of the Mental Health Clinician – Private Provider role is to provide early intervention support to young people aged 12-25 years.</p> <p>Predominantly, the role involves providing psychological counselling and support under the Medicare Benefits Scheme (MBS) using evidence-based, short-term psychological intervention. This includes undertaking mental health assessments, some case management, providing psychoeducation or single sessions to parents/carers/families to assist in supporting the young person in their environment. The Mental Health Clinician will endeavor to provide a holistic approach to the young person care, by including other headspace services or in partnership with other agencies. headspace is able to provide a space for peer based learning and support from a multi-disciplinary team with access to peer consultation and professional development.</p> <p>This role has flexible hours/days, including the options for after-hours (Wednesdays till 8pm). Reception and administrative support is provided with electronic billing, SMS reminders and bookings. The electronic Client record system (Trakcare) is used to enter all client notes/contact.</p> <p>This role is not salaried. Income is generated from MBS/Medicare Billings with a 15% management fee charged for each attending client.</p>		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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Decision Making Authority	Key Relationships
<p><b>Decisions made independent of Manager</b></p> <ul style="list-style-type: none"> <li>• Undertake assessment</li> <li>• Schedule appointments</li> <li>• Provide therapeutic care to young people, their parents and carers</li> <li>• Assess and manage low-medium risk clients</li> </ul>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Immediate team members including Psychologists, Social workers, Reception, Admin, GP, Management and in-kind service providers</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Families, Carers</li> <li>• Community Agencies</li> <li>• GP's, Nurses and other Health Care Providers</li> <li>• Schools/Universities</li> <li>• Child Protection, Child First, Family First</li> <li>• Hospitals, Emergency &amp; Legal Services</li> </ul>

Key Accountabilities	
Focus Areas	Responsibilities
<b>Intake/Assessment</b>	<ul style="list-style-type: none"> <li>• Undertake assessment of client needs, develop and review a case plan</li> <li>• Assess monitor and manage clinical risk</li> </ul>
<b>Evidence Based Intervention</b>	<ul style="list-style-type: none"> <li>• Provide evidence-based psychological intervention to young people seeking counselling support, in line with early intervention principles and Medicare guidelines</li> <li>• Deliver individual, group and in some circumstances family support following evidence based practice principles</li> <li>• Deliver case management/care-coordination to a small number of young people with complex and chronic (moderate) risk</li> </ul>
<b>Liase with internal/external services</b>	<ul style="list-style-type: none"> <li>• Develop and maintain appropriate networks and resources to enable the referral of young people to broader community services</li> <li>• Liaise with GPs for purposes of completion and review of Mental Health Care/Treatment Plans and shared care planning</li> <li>• Work collaboratively with the multidisciplinary team, collaborative partner organisations and clients/families</li> </ul>
<b>Family Inclusive Practice</b>	<ul style="list-style-type: none"> <li>• Include family/carers/friends in support and assessment where required</li> <li>• Encourage links, participation and on-going involvement between young people and their extended networks</li> <li>• Work within a systemic framework including providing psychoeducation to support systems/families so the young person can be supported in their environment</li> </ul>
<b>Meetings, Training &amp; Supervision</b>	<ul style="list-style-type: none"> <li>• Monthly operations supervision with Manager or Senior Clician</li> <li>• Opportunity to attend; meetings, reviews and peer supervision, Develop practice knowledge and expertise through active learning within the team and by engaging in professional and service development activities.</li> </ul>

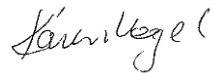
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Key Accountabilities	
Focus Areas	Responsibilities
<b>Record Keeping</b>	<ul style="list-style-type: none"> <li>Maintain appropriate files, records and statistics to facilitate good clinical management and accountability</li> <li>All case notes to be documented within 2 business days of contact (phone, fax, email, in person)</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>Participate in quality and service improvement activities to continually improve client care</li> <li>Other relevant duties as negotiated with management</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Integrity, Accountability, Innovation</b> and <b>Excellence</b>.</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Act in accordance with health and safety policies and procedures at all times.</li> <li>All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> </ul>
Selection Criteria	
<p><b>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>Police Check - Mandatory</li> <li>International Police Check – Mandatory (if worked o/s in the last 10 years)</li> <li>Working With Children Check - Mandatory</li> <li>Professional Registration - Mandatory</li> <li>Medicare Registration Provider Number - Mandatory</li> <li>Driver's Licence <i>preferred</i></li> </ul> <p><b>Qualifications, registrations and experience</b></p> <ul style="list-style-type: none"> <li>Tertiary qualifications in Psychology, Social Work or Occupational Therapy and eligibility to provide Services under Medicare</li> <li>Minimum 2 years' experience in an Mental Health Position within Youth, Community or Mental Health Services</li> </ul>	<p><b>Key skills and attributes</b></p> <ul style="list-style-type: none"> <li>Strong communication and interpersonal skills</li> <li>Demonstrated ability to relate to people from a diverse range of social, cultural and ethnic backgrounds</li> <li>Commitment to continuous quality improvement and health promotion principles</li> <li>Effective time management and prioritisation skills</li> <li>Well-developed presentation and report writing skills</li> <li>High Level of accuracy and attention to detail</li> <li>Strong analytical and problem solving skills</li> <li>Demonstrated ability to work independently and in a team environment</li> <li>Demonstrated behaviours consistent with AccessHC values</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>	<p><b>Manager Name:</b> Karen Vogel</p> <p><b>Signature:</b> </p> <p><b>Date:</b> 30 / 4 / 2019</p>

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