



## Employee Position Description

Position Details		
<b>Position Title:</b> Mental Health Clinician	<b>Department:</b> Mental Health	<b>Agreement:</b> <i>Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017</i>  <i>Or</i>  <i>Community Health Sector (Audiologists, Dietitians, Pharmacists &amp; Psychologists) 2018 - 2021</i>
<b>Reports To:</b> Manager Mental Health	<b>Location:</b> Based at the AccessHC clinic in Hawthorn, but may co-locate at other partner agencies within the Inner East region	
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> Permanent Part Time (0.6 EFT)	<b>Classification:</b> Social and Community Service Employee Level 5, class 3, pay point dependant on experience  Psychologist Grade 2, year depending on experience
Position Primary Purpose		
<p>The Mental Health Clinician will deliver individual and group-based psychological interventions to consumers in the Mental Health Stepped Care program (Steps). The Mental Health Clinician will work as a part of the multidisciplinary Steps team using the clinical staging model to assess and deliver evidence-based treatment to consumers. The focus of this position will be the delivery of psychological services to children, young people and parents. This includes undertaking mental health assessments, developing goals and treatment plans, providing psychological interventions and working with parents/carers/family members and other professionals in a shared care approach. Services may be delivered in person or via telehealth.</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>As per delegation of authority</li> </ul>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Manager Mental Health</li> <li>Senior Clinicians Mental Health</li> <li>Mental Health &amp; AOD Intake Team</li> <li>Mental health, AOD and headspace Hawthorn teams</li> <li>Child and Family team</li> <li>GP and medical practice</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>GP, community health, mental health and AOD services</li> <li>Aboriginal health services</li> <li>Tertiary mental health services</li> <li>Steps consortium partners</li> </ul>

Key Accountabilities	
Focus Areas	Responsibilities
<p><b>Direct Service Delivery</b></p>	<ul style="list-style-type: none"> <li>Undertake biopsychosocial assessment of children and young people which includes mental health, family, physical health and developmental domains</li> <li>Use the clinical staging model in assessment and development of treatment plans</li> <li>Work collaboratively with children and young people, family/carers and other health professionals to develop and implement Collaborative Care Plans</li> <li>Undertake initial and ongoing risk assessments of child and young people, and develop risk management plans (including the provision of Quick Response Suicide Prevention Services for consumers identified as moderate risk of suicide)</li> <li>Provide evidence-based psychological interventions and support to children, young people and parents under the Stepped Care program</li> <li>Liaise with referrers and GPs in relation to reviewing consumer progress and ensure all consumers have a regular clinical review</li> <li>Work from a systemic and family-inclusive approach, which includes providing support and psychoeducation to parents of children and young people</li> <li>Develop and co-facilitate group-based therapeutic interventions</li> <li>Provide services in both face-to-face and telehealth modalities</li> </ul>

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<b>Key Accountabilities</b>	
<b>Focus Areas</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Participate in shared care with internal and external services, including attendance at care team meetings, case coordination and clinical reviews</li> <li>• Work within the scope of practice defined for the role and as agreed with line manager</li> </ul>
<b>Partnerships and Networking</b>	<ul style="list-style-type: none"> <li>• Actively participate and work cooperatively within the multidisciplinary team, collaborative partner organisations and with other key stakeholders</li> <li>• Develop and maintain appropriate networks and resources to enable the referral of consumers to broader community services</li> <li>• Participate in the 'community of practice' with other Stepped Care clinicians</li> <li>• Represent the service as required in a professional and ethical manner</li> </ul>
<b>Quality, Safety, Reporting and Clinical Governance</b>	<ul style="list-style-type: none"> <li>• Participate in regular staff meetings, operational (line management) supervision and professional development</li> <li>• Participate in regular clinical supervision, which includes self-reflection, self-care, risk management and identification of needs</li> <li>• Conduct a clinical review with all consumers at least every three months</li> <li>• Participate in quality and service improvement activities to continually improve consumer care</li> <li>• Administer clinical outcome measures and screening tools (such as the SDQ or K10+) to consumers as required</li> <li>• Ensure all legislative requirements (including those relating to mandatory reporting) are followed, and all clinical and OH&amp;S incidents/hazards are accurately and promptly reported in the VHIMS Central database</li> <li>• Record all clinical notes, client contacts and outcome measures in electronic databases and reporting systems as required</li> <li>• Ensure all procedures and policies are followed to support safe and effective service delivery (including occupational health and safety standards) and participate in quality improvement where required</li> <li>• Maintain registration with relevant professional body (AHPRA or AASW) and ensure all registration requirements are met</li> <li>• Maintain a professional code of conduct (including the Child Safety Code of Conduct) and participate in on-going professional development in accordance with annual work plans</li> </ul>
<b>Program Evaluation and Team Participation</b>	<ul style="list-style-type: none"> <li>• Ensure that service targets and KPIs are met</li> <li>• Collect and share relevant information about consumers in compliance with relevant legislation and program guidelines</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>• Assist in the general review and evaluation of the Steps Mental Health program</li> <li>• Participate in other program development and project work as required</li> <li>• Contribute to the team and participate in a supportive team culture</li> <li>• Contribute to the planning, monitoring and evaluation of the services at AccessHC</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate the AccessHC values of: <ul style="list-style-type: none"> <li>– Equity</li> <li>– Collaboration</li> <li>– Innovation</li> <li>– Respect</li> <li>– Quality</li> </ul> </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> <li>• Ability to make a contribution towards effective risk management.</li> <li>• Take personal responsibility for the quality and safety of work undertaken.</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> <li>• Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct.</li> </ul>

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## Selection Criteria

### Standard selection criteria items

- Police Check
- Working With Children Check
- Driver's Licence

### Qualifications, registrations and experience

- Tertiary qualifications in social work, psychology.
- Current registration with AASW as a Mental Health Social Worker or current registration with AHPRA as a Psychologist
- Demonstrated experience in mental health assessment, formulation and therapeutic interventions
- Experience working with children and/or young people (experience working with children under 10 is highly desirable)
- Experienced in a range of evidence-based psychological therapies, such as CBT, ACT, mindfulness, family therapy, play therapy or solution-focussed therapy
- Demonstrated experience and training in clinical risk assessments and implementing risk management plans with consumers

### Key skills and attributes

- Possess an empathic, innovative and professional therapeutic style
- Excellent organisation, time management and problem solving skills
- Ability to work creatively and safely with consumers from diverse backgrounds, including LGBTIQ, CALD and Aboriginal and Torres Strait Islanders
- Ability to work independently and as part of a multi-disciplinary team
- Ability to organise workload, set priorities and meet performance targets and deadlines
- Proficiency with electronic health record systems (such as TrakCare or FIXUS) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint)
- Willingness to expand your current skillset to meet the needs of the service

*AccessHC is a Child Safe Organisation.*

*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.*

## Authorisations

**Manager Name:**

**Signature:** \_\_\_\_\_

**Date:** / /

**Staff Name:**

**Signature:** \_\_\_\_\_

**Date:** / /

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