

Employee Position Description

Position Details		
Position Title: Psychologist	Department: Mental Health	Agreement: Public Community Health Centre agreement 2012 - 2016
Reports To: Manager Mental Health	Location: The positions are based at AccessHC Hawthorn, Doncaster and Richmond	
Direct Reports:	Employment Status: Permanent Part time (0.8 – 1.0 FTE)	Classification: Psychologist Grade 2, year dependant on experience
Position Primary Purpose		
<p>This position includes managing a caseload of clients through the Medicare Benefits Scheme, NDIS, workcover, TAC, STEPS Mental Health or community health funding. The aim is to use appropriate funding to deliver evidence-based short-term psychological intervention. This includes undertaking mental health assessments, developing goals and treatment plans, providing psychological interventions, either individually or within a group context and working with parents/carers/family members and other professionals to coordinate care. This work will be supported by other clinicians in a multidisciplinary environment.</p>		
Decision Making Authority	Key Relationships	
Decisions made independent of Manager <ul style="list-style-type: none"> • Decisions as per the AccessHC Delegation framework 	Internal <ul style="list-style-type: none"> • Manager Mental Health • Senior Clinical staff Mental Health • Mental Health Intake Clinicians • STEPS program staff • Mental health program staff 	External <ul style="list-style-type: none"> • External GP Referrers • Allied Health Managers and Teams of local partner health organisations – Community and Acute.

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.

Key Accountabilities	
Focus Areas	Responsibilities
Direct Support	<ul style="list-style-type: none"> • Provide evidence-based psychological interventions and support, in line with relevant funding stream guidelines • Assess, monitor and manage clinical risk • Liaise with referrers and GPs in relation to reviewing and completing a Mental Health Treatment Plan (where appropriate) • Deliver and develop individual and group sessions following evidence based practice principles • Develop clinical practice knowledge and expertise through engaging in professional and service development activities
Partnerships and Networking	<ul style="list-style-type: none"> • Develop knowledge of and build positive links with relevant services and facilitate clients access to these • Actively participate and work cooperatively within the multidisciplinary team, collaborative partner organisations and with clients/stakeholders • Develop and maintain appropriate networks and resources to enable the referral of people to broader community services
Quality, Safety and Clinical Governance	<ul style="list-style-type: none"> • Participate in regular clinical supervision, which includes self-reflection, self-care and identification of needs • Participate in quality and service improvement activities to continually improve client care • Participate in regular line supervision, clinical review meetings and staff meetings • Inform the senior clinician or manager when duty of care or risk issues arise • Seek support and debriefing as required and follow up challenging or concerning issues with senior staff member or manager • Record clinical notes, client contacts and outcome measures in electronic databases and reporting systems as required within expected timeframes • 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 • Maintain a professional code of conduct and participate in on-going professional development in accordance with annual work plans
Program Evaluation and Team participation	<ul style="list-style-type: none"> • Assist in the general review and evaluation of the psychology program at AccessHC • Participate in other program development and project work as required • Contribute to the team and participate in a supportive team culture • Contribute to the planning, monitoring and evaluation of the services at AccessHC

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Represent the service as required in a professional and ethical manner
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service. • Ability to make a contribution towards effective risk management. • Take personal responsibility for the quality and safety of work undertaken.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • 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. • Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check • Working With Children Check • Driver's Licence <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Current registration with AHPRA as a psychologist • Post graduate degree in psychology • Demonstrated experience in the provision of mental health assessment, formulation and both individual and group treatment • Understanding of clinical governance and risk management frameworks • Demonstrated ability to maintain client records compliant with legislation and standards, and use of electronic data systems for reporting and planning. 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Possess a positive, innovative and professional therapeutic style • Ability to work independently and as part of a multi-disciplinary team • Ability to work autonomously, make decisions, organise workload, set priorities and meet deadlines. • Proficiency with electronic health record systems (such as TrakCare, and FIXUS) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint) • Willingness to expand your current skillset to meet the needs of the service
<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>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Staff Name:</p> <p>Signature: _____</p> <p>Date: / /</p>