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| **Position Title & Level/Grade:** | Child Mental Health Clinician SFC Rates Level 1 or 2 CatholicCare Enterprise Agreement | **Department:** | Counselling and Therapy Services |
| **Reports to:** | Director, Business and Development | **Supervises:** | No staff |
| **Internal Liaisons:** | The clinician is part of the broader integrated counselling team at CatholicCare. The team consists of various allied health staff including; psychologists, social workers and counsellors. The team is supported by the Next Step Program Manager.  | **External Liaisons:** | The clinician may need to liaise and communicate with external stakeholders including a child treating team such as GP’s, teachers and psychiatrists.  |
| **Position Objective** | The key responsibilities for the Child Mental Health clinician will be to provide psychological interventions to children between the ages of 0 and 12 years, with a focus on ages 8 and 12 years. The psychological intervention service will include the provision of comprehensive assessments and structured treatment plans whilst adopting a range of evidence-based intervention appropriate for use with children under the age of 12 and their family members. In addition to this, the clinician will provide group based programs for children and their families which includes Cool Kids and Cool Little Kids groups. |
| **Key Responsibilities** | **Provide a quality intake and assessment process*** Conduct comprehensive assessments according to service processes/requirements and sector guidelines.
* Provide information regarding a more relevant service when inappropriate referrals are received.
* Provide feedback and follow up to referring party.
* Referrals will be received via CHN intake team and initial appointment will be scheduled into iaptus software.

**Provide a quality psychological intervention service*** Ensure sessions are provided in line with any professional or CatholicCare Code of Ethics and Conduct.
* At the first session, you are required to inform the child of the limitations of confidentiality and our obligations under the Child Protection and Privacy Act. Being a mandated person, you must adhere to any policy or legislation regarding this.
* Use your professional judgement regarding liaison and feedback with parents.
* Be prepared for all sessions, including resources required.
* Adopt a range of evidence-based interventions appropriate for use with children under the age of 12 and their family members.
* Offer a minimum of 6 client sessions per working day, with one new assessment per week

**Ensure that clinical and administrative standards are maintained in accordance with the program’s policies*** Maintain client records per program policy and within policy timeframes.
* Contribution and completion of support letter and reports may be required.
* A case note must be made for every interaction regarding the case, including any correspondence, e-mails and other documents. Case notes must be factual, relevant and adhere to any CatholicCare process or practice.
* Attend staff meetings as directed.
* Complete Connx timesheets on a fortnight basis. Where pay dates fall during a holiday period, have these completed prior to commencement of break and complete any other required documentation as requested by Program Manager or stipulated in policy and procedure (e.g. travel allowance forms, leave forms, time in lieu requests).

**Supervision and professional development*** Attend, organise and carry out professional supervision and training as appropriate and in accordance with the relevant policies and procedures.
* Staff are supported to participate in supervision and ongoing training. It is the staff members responsibility to manage their PD requirements including attending core training required by the agency and relevant contracts.
* Policies in these areas are to be followed.

**Group Programs*** Deliver group based programs for children and their families. These programs include Cool Kids, Cool Little Kids and other relevant programs. Training in specific programs may be required.
* On occasion, may be required to facilitate these programs after usual business hours to ensure the programs are accessible for families.

**Team Meetings*** The Clinician will participate and contribute towards team meetings: this includes being on time and coming prepared to meetings.

**Ability to provide a professional quality service to all stakeholders*** The Clinician will maintain professional communication and provide timely response to all stakeholders
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| **Key Selection Criteria** |
| * Relevant accreditation including one of the following; 1) General Registration with APHRA as a psychologist, both generally registered psychologists and clinical psychologists; 2) accreditation as a mental health social worker with AASW, 3) a credentialed mental health nurse with ACMHN; 4) a Better Access to Mental Health endorsed Occupational Therapist.
* Experience working in the mental health services with children.
* Commitment to delivering evidence based practice.
* Good verbal and written communication skills, and good time management skills
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| **Experience & Knowledge** | * Knowledge and understanding of the key issues facing young people who have mental illness.
* Knowledge and understanding of the key issues facing families with complex needs.
* Mandatory reporting skills
* Knowledge of related standards, laws, legislation, awards regulations and codes.
* Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation.
* Understanding of Quality Assurance Standards, protocols and implementation.
 | **Attributes** | * Evaluating and monitoring own performance.
* Having knowledge and confidence in own ideas and vision.
* Articulating own ideas and vision.
* Taking responsibility.
* Working ethically.
* Being punctual and meeting deadlines.
* Accepting change.
* Empathetic.
* Emotional Intelligence.
* Enthusiastic and positive
* Ability to work under pressure
* Demonstrating resilience
* Commitment to Social Equity.
* Enthusiastic and Positive.
* Sense of humour
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| **Employee Declaration**  |
| I have read this document and agree to undertake the duties and responsibilities as listed above.I acknowledge that:* This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives.
* The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures.
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| **Employee** |  |
| **Signature** |  |
| **Date** |  |