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| **Position Title & Level/Grade:** | Next Step (IAPT) Coaches.CCG Enterprise Agreement Level 4 | **Department:** | Allied Health Services |
| **Reports to:** | Allied Health Services Clinical Lead and Practice Manager | **Supervises:** | No staff |
| **Internal Liaisons:** | The Next Steps Coaches are part of the broader integrated therapy team at CatholicCare. The team consists of various allied health staff including; psychologists, social workers, speech pathologists and OT’s | **External Liaisons:** | The Next Steps Coaches may need to liaise and communicate with external stakeholders including a treating team such as GP’s, mental health services and community-based services. They also work closely with their clinical supervisor. |
| **Position Objective** | The Next Step IAPT Coaches will provide low intensity cognitive behaviour therapy to people with mild to moderate depression and/or anxiety. Next Steps Coaches will also link consumers to other services including social inclusion services or step up services as required. The role involves providing quality clinical services to people who self-refer for mental health support; this will include vulnerable and disadvantaged people within the community. Your duties include assessing and treating clients across the lifespan using Low Intensity Cognitive Behaviour therapy, and attending training and regular supervision. You will complete administrative tasks including maintaining clinical records, writing letter to GPs, data entry, ensuring program protocols are followed and other associated tasks.  |
| **Key Responsibilities** | **Provide a quality psychological intervention service**Next Steps Coaches are responsible for providing Low Intensity Cognitive Behaviour Therapy to clients with mild to moderate mental health conditions. In doing so they will* Provide Next Step low intensity cognitive behaviour therapy services to consumers within the policies, procedures, protocols and guidelines determined by the program model.
* Maintain an agreed full time (or pro-rata) client load in order to minimise waiting times and ensure service delivery remains accessible and convenient.
* Adhere to program guidelines to conduct client-centred assessment to identify the person’s priorities and make an accurate assessment of the person’s risk to self and others.
* Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
* Actively participate in a culture of continuous improvement across the team and monitor self-performance in line with management’s expectations

**Administration** * Ensure all data collection and clinical notes are accurate, meet program guidelines and are up to date.
* Maintain professional communication and provide timely response to all stakeholders, including written updates to referrers, when required, in line with program protocols.
* Complete Connx timesheets on a fortnightly 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 Practice Manager or stipulated in policy and procedure (e.g. travel allowance forms, leave forms, time in lieu requests).

**Supervision and Professional Development*** Participate in an intensive training program for the first year of practice. Attend weekly supervision with the training providers.

**Team Meetings*** The Next Step Coaches will participate and contribute towards team meetings as directed. This includes being on time and coming prepared to meetings.
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| **Key Selection Criteria** |
| * Demonstrated ability to build supportive and respectful relationships with people experiencing distress with mild to moderate mental illness.
* Demonstrated effective communication and engagement skills, including on the phone.
* Demonstrated skills and experience working with adolescents, adults, and older adults.
* Good verbal and written communication skills, and time management skills
* Competence with technology and data systems to be able to deliver the Next Step Model and to ensure reporting requirements and the Model is adhered to.
* Demonstrated ability to work effectively and collaboratively in a team and a willingness to participate in reflective practice.

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| **Experience & Knowledge** | * Knowledge and understanding of the key issues facing individuals who are experiencing a range of challenges including mental illness.
* Understanding of the importance of evidence based interventions.
* Experience working with vulnerable and marginalised people.
* Understanding of person centred principles.
* 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.
* Empathetic.
* Emotional Intelligence.
* Enthusiastic and positive.
* Ability to work under pressure.
* Demonstrating resilience.
* Commitment to Social Equity.
* 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** |  |