|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title & Level/Grade:** | Mental Health Clinician (Psychologists and Social Workers)  SFC Rates Level 1 - 2 CatholicCare Enterprise Agreement | | | **Department:** | | Counselling and Therapy Services | |
| **Reports to:** | Next Step Manager | | | **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 treating team such as GP’s and psychiatrists. | |
| **Position Objective** | | | The role involves providing high quality clinical services to vulnerable and disadvantaged people within the community. Your duties include the provision of assessment, and evidence based treatment for mental health problems with clients across the lifespan with a wide range of presentations. You will complete administrative tasks including keeping clinical records, writing relevant reports, data entry, ensuring services agreements are followed and other associated tasks. You may be required to work across office sites and travel to external locations throughout the ACT on set days.  The provision of evidence based treatment is done in accordance with the UK IAPT model and is specifically focused on Cognitive Behaviour Therapy. Undertaking training and supervision to ensure fidelity to the model and assessment of competence working within this model are part of the role. | | | | |
| **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 patient management software.   **Provide a quality psychological intervention service**   * Ensure sessions are provided in line with any professional and CatholicCare Code of Ethics and Conduct. * At the first session, you are required to inform the client of the limitations of confidentiality and our obligations under the Child Protection and Privacy Acts. Being a mandated person, you must adhere to any policy or legislation regarding this. * Be prepared for all sessions, including resources required. * Use evidence based interventions which are person centred and comply with various contract requirements. * Offer a minimum of 6 client sessions per working day, with one new assessment per week, once caseload has reached capacity   **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. Records are to be maintained within the provisions of the Privacy Act. * The Clinician will maintain professional communication and provide timely response to all stakeholders * 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. * Maintain professional registration with the relevant body (eg, AHPRA)   **Group Programs**   * Clinicians may need to develop and/or facilitate psycho-educational groups or therapeutic group 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.   **Team Meetings**   * The Clinician will participate and contribute towards team meetings as directed. This includes being on time and coming prepared to meetings. | | | | |
| **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. * Demonstrated skills and experience working in the mental health sector with individuals. * Commitment to and proficiency delivering evidence-based interventions. * Good verbal and written communication skills, and good time management skills | | | | | | | |
| **Experience & Knowledge** | | * Knowledge and understanding of the key issues facing individuals who have mental illness. * Understanding of psychological practices and 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. * A minimum 3 years experience in the sector is desirable | | | **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. * Enthusiastic and Positive. * Sense of humour. |
| **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. | | | | | | | |

|  |  |
| --- | --- |
| **Employee** |  |
| **Signature** |  |
| **Date** |  |