

POSITION DESCRIPTION – Alfred Health

DATE REVISED: 25 February 2025

STATUS: Honorary

POSITION: Private Practitioner – Allied Health

DEPARTMENT/UNIT: Alfred Mental & Addiction Health (**AMAH**)

CLINICAL PROGRAM: **headspace** Primary

DIVISION: Operations

ACCOUNTABLE TO: Centre Manager – **headspace** Elsternwick and Syndal

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold Alfred Health's beliefs.

<p>We Make a Difference.</p>  <p>Patients are the reason we are here</p> <p>We pursue the best experience and outcomes</p> <p>We keep each other safe</p>	<p>We Work Together.</p>  <p>We are strongest when we work as a team</p> <p>We make decisions in partnership with patients and the people around them</p> <p>We collaborate and partner across teams and beyond our walls</p>	<p>We Work with Compassion.</p>  <p>We respect, appreciate, and support each other</p> <p>We combine kindness with knowledge and skill</p> <p>We build trust, connection and belonging</p>	<p>We Create the Future.</p>  <p>We push boundaries and rise to the challenge</p> <p>We set new standards through research, innovation, and care</p> <p>We educate and develop for today and tomorrow</p>
---	---	--	---

ALFRED MENTAL & ADDICTION HEALTH PROGRAM (AMAH)

AMAH provides specialist psychiatric clinical care to people with severe mental illness. The Program has a primary responsibility for residents of inner South-eastern metropolitan Melbourne but cares for all patients seeking its services.

The Alfred Mental and Addiction Health Program (AMAH) comprises:

- AMAH Hospital and Emergency Services (HES)
- AMAH Adult and Older Adult Services (AOAS)
- AMAH Infant, Child & Youth Services including Headspace (HI-CYMHS)
- AMAH State-wide Services

AMAH HES is located at The Alfred (hospital) (Commercial Road, Prahran) and at 549 St. Kilda Road.

AMAH AOAS is located at 607 St Kilda Rd; Alma Road CCU in St. Kilda; at our Prevention and Recovery Centre (PARC) at Nicholson Street Prahran; and at Caulfield Hospital (Kooyong Rd, Caulfield).

AMAH HI-CYMHS is in Moorabbin and headspace services are in various locations across the Southern metro area.

AMAH State-wide Services are being established at the Women's Mental Health Service at Ramsay Clinic; the Residential Eating Disorders Treatment Centre in Armadale; and the Lived Experience Residential Service.

AMAH also works in partnership with local non-government and social support agencies.

Our mission in AMAH is to enable people of all ages to lead their own meaningful and purposeful lives by providing innovative, compassionate, and collaborative mental health and wellbeing treatment, care and support.

AMAH actively encourages applications from members of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived and living experience in areas in which we work. We work to address barriers in full participation.

INFANT, CHILD, YOUTH AND HEADSPACE MENTAL HEALTH SERVICE

Formerly referred to as Alfred CYMHS and **headspace**, the expanded Department is now be referred to as AMAH Infant, Child and Youth Area Mental Health and Wellbeing Service and **headspace**.

Services include:

- **ICYAMHWS:** Access/HOPE team, Infant and Child Team, Sector teams x 2, Neurodevelopmental Stream – MHIDI-Y and DAMP, Early Intervention Mobile Outreach Support (EIMOS)
- **Youth Forensic Support Service (YFSS)**
- **headspace Primary & Youth Early Psychosis:** Centres at Elsternwick, Syndal; CCT and MATT at Bentleigh, Narre Warren & Dandenong, and Frankston

The **Infant, Child and Youth Area Mental Health & Wellbeing Service (ICYAMHWS)** at Alfred Health is a community-based service that provides comprehensive assessment, treatment and case management to infants, children, adolescents and young people up to the age of 25 years of age presenting with behavioural, emotional, psychiatric or developmental difficulties. ICYAMHWS provides clinical services in partnership with a wide range of service providers to achieve the best possible outcomes. The service is committed to active participation by families and young people in evaluating and improving our services.

headspace Southern Melbourne was established in 2007 and Alfred Health became the lead agency in 2011. The centre was relocated and became **headspace** Elsternwick in 2013. In the same year, **headspace** Elsternwick launched the beginnings of the **headspace** Early Psychosis program and established services offered from the Bentleigh Centre. In 2020, Alfred Health won the tender to provide the **headspace** services to the Monash area and the **headspace** Syndal Centre was established.

ICYAMHWS and headspace are committed to active participation by young people, families and consumers and carers with lived experience through all phases of service planning, implementation and evaluation.

VISION

headspace is friendly to young people and families. We will provide an accessible mental health service for young people struggling with hearing voices and unusual beliefs in partnership with the community. We will build on strengths and resilience, use the wisdom of lived experience and foster hope, potential and recovery.

VALUES

Respect

We value and build on the beliefs, strengths and potential of young people, families and their community connections and treat young people as intrinsically valuable.

Partnership

Our service development, implementation and evaluation will, at every stage, be youth driven and family guided. We will work collaboratively with the community to develop a service that enhances the existing services.

Empathy

We will focus on the humanity and importance of each young person and their family. We will maintain sensitivity to cultural diversity.

Excellence

The care we provide will be of the highest quality and will reflect a culture of innovation, evidenced based practice, reflection and continual learning.

Self Determination

Treatment we provide will be client directed with a focus on recovery and client determined goals, sensitive to the needs of young people.

Integrity

We strive for the highest degree of fairness, honesty and trust.

Accountability

We show pride, enthusiasm and dedication in everything that we do. We will respond and adapt to feedback.

POSITION SUMMARY

The Allied Mental Health Practitioner is responsible for the provision of counselling services to young people aged between 12 – 25 years at **headspace** Syndal, Elsternwick. &/or Bentleigh.

Referrals of young people will be screened by the Access team and allocated to the appropriate private practitioner based on the young person's clinical needs and presentation.

It is a condition of employment that appointees to this position are contracted private practitioners with Alfred Health operating from the **headspace** Syndal, Elsternwick. &/or Bentleigh sites. Counselling services are provided to young people through Medicare funded items as a private provider. **headspace** centres in Victoria are also funded by the Victorian Department of Education and Training (DET) to provide mental health counselling and support to secondary school students at nominated schools or at the **headspace** Centre.

KEY DUTIES AND RESPONSIBILITIES

- Provide an advanced counselling service to young people at **headspace** Syndal, Elsternwick. &/or Bentleigh.
- Evaluate and treat patients in line with professional and departmental standards of practice within a patient-centred environment.
- Liaise with other multi-disciplinary staff to co-ordinate, facilitate and communicate client treatment.
- Maintain adequate records of clinical practice in Client Record in line with **headspace** Syndal, Elsternwick. &/or Bentleigh standards of practice.
- Participate in research and evaluative projects aimed at maintaining/improving clinical practices and service delivery.
- Actively participate in monthly clinical staff meetings.

- Contribute to the community awareness and promotional activities undertaken by **headspace** Syndal, Elsternwick. &/or Bentleigh.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Tertiary qualifications in Social Work, Psychology, Occupational Therapy
- Eligibility for membership or membership of professional association – Occupational Therapy Board / Psychology Board via AHPRA, or AASW
- Indemnity insurance to the value of \$10 million
- Possess advanced Social Work, Psychology, Occupational Therapy experience and counselling skills and post qualifying experience and a demonstrated commitment to ongoing professional development.

KEY CAPABILITIES

Specific to the role:

- Specialist knowledge of youth mental health.
- Specialist knowledge of drug and alcohol issues desirable.
- Effective communication and interpersonal skills; professional appearance and manner.
- Commitment to ongoing professional development and continuous improvement.
- Ability to exercise professional judgment and seek advice and assistance when required / appropriate.
- Effective planning, problem solving, organisation and prioritisation skills.
- Good information technology skills including the ability to navigate and use electronic databases (e.g. Zedmed, agency electronic medical record and dataset).
- Possess knowledge of current counselling practices relevant to young people and ability to articulate theoretical basis for practice.
- Be able to demonstrate an understanding and knowledge of the needs of young people.
- Have knowledge of current Legislation and Policy in relation to mental health and young people.
- The ability to exercise professional judgment and/or seek advice and consultation, where appropriate.
- Be able to develop and foster collaborative working arrangements and strategic alliance with relevant services and organisations.
- The ability to be a team player within the larger clinical service stream and work effectively with other professionals and organisations.
- Possess excellent written and verbal communication skills.

In addition to these specific skills, The Alfred seeks a set of attributes amongst all staff. These attributes being:

- A high performer.
- Customer/client focused.
- A team player.
- Motivated and enthusiastic.

The Alfred Hospital uses Performance Development Plans as tools to facilitate staff training development and such a plan would be used to assist in the professional development of this position.

Capabilities:

Health Services capabilities for all staff:

- Be aware of and practice standard Hospital procedures for emergency situations

- Be aware of Occupational Health & Safety policies and procedures and practice appropriate caution and safety during work activities. Report any problems to Occupational Health & Safety Representative or Manager promptly.
- To comply with all organisational policies and procedures

Values:

Values consistent with those of Alfred Health which are:

- *Integrity:* We engage others in a respectful, fair and ethical manner, fulfilling our commitments as professionals and employees. We ensure the highest degree of dignity, honesty and trust
- *Accountability:* We show pride, enthusiasm and dedication in everything we do. We ensure quality patient care and use resources appropriately. We accept professional accountability for all our decisions and responsibilities.
- *Collaboration:* We consult and collaborate with others and respect the diverse knowledge of our partners; working as team we ensure the best inter-professional patient care.
- *Knowledge:* We create opportunities for education and are committed to continuous development. We enable everyone to make knowledge-based decisions.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.
- In accordance with Directions made by the Secretary, Department of Health, all Alfred Health employees working in Category A or B roles (as determined by the department's risk ratings) must be vaccinated against Influenza with a TGA approved vaccine

COMMITMENT TO CHILD SAFETY

Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

OTHER RELEVANT INFORMATION

- Working across **headspace** programs and teams will be actively encouraged. Staff may be required to work from any Alfred Health **headspace** site.
- Current working rights visa
- Satisfactory completion of a Police Check
- Satisfactory completion of Working with Children Check

Position Description authorised by: Stephanie McGrane – Centre Manager headspace Elsternwick and Syndal

Date: May 2024