

POSITION DESCRIPTION – Alfred Health

DATE REVISED:	11 November 2021
STATUS:	Honorary
POSITION:	Private Practitioner – Allied Health
DEPARTMENT/UNIT:	Alfred Mental & Addiction Health
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 the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education, we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow

ALFRED MENTAL & ADDICTION HEALTH - PROGRAM, DEPARTMENTS & UNITS

Alfred Mental & Addiction Health is responsible for the operation of services, which focus on people with a severe mental illness residing in the Inner South Eastern area of Melbourne.

Services are provided by a number of teams located at the Alfred Hospital (Commercial Road, Prahran) and at 549 St. Kilda Road, 607 St Kilda Rd, Alma Road CCU in St. Kilda, PARC at Nicholson Street Prahran, Aged Mental Health service at Caulfield Hospital and the Child & Adolescent Service located in Moorabbin and **headspace** service in various locations in Victoria. Alfred Mental & Addiction Health also works in partnership with relevant local non-government and social support agencies.

The single most important goal of Alfred Mental & Addiction Health is to create an environment that facilitates clinical recovery, supports individual recovery efforts and strives to minimise service system barriers to the recovery process.

HEADSPACE AND CHILD & YOUTH MENTAL HEALTH SERVICE (CYMHS)

The **Child & Youth Mental Health Service (CYMHS)** 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. CYMHS provides clinical services in partnership with a wide range of service providers to achieve the best possible outcomes. CYMHS 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 **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.

CYMHS and headspace are committed to active participation by young people and families 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

- Possess advanced Social Work, Psychology, Occupational Therapy experience and counselling skills and post qualifying experience and a demonstrated commitment to ongoing professional development.
- 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.
- Have 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.
- Have 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.
- 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.

KEY CAPABILITIES

- 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).

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 compliance with the Victorian Chief Health Officer's Mandatory Vaccination Directions, all Alfred Health employees must be vaccinated against COVID-19 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.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Tertiary qualifications in Social Work, Psychology, Occupational Therapy
- Membership of AHPRA or AASW
- Indemnity insurance to the value of \$10 million
- Current Victorian Drivers Licence
- Current working rights visa
- Satisfactory completion of a Police Check and Working with Children Check

Position Description authorised by: Jane Laidlaw – Centre Manager headspace Elsternwick and Syndal

Date: November 2020