Position Description

**headspace Youth Access Clinician**  
(Part of the Youth Access Team – YAT Team)

**Full Time**

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>headspace Miranda Youth Access Clinician</th>
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<tbody>
<tr>
<td><strong>Organisation:</strong></td>
<td>Central and Eastern Sydney Primary Health Network – headspace Hurstville and Miranda</td>
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<tr>
<td><strong>Responsible to:</strong></td>
<td>headspace Miranda Clinical lead</td>
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<tr>
<td><strong>Directly Responsible for:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Full Time. Fixed Term till 30 June 2016, with possibility of extension subject to funding</td>
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<tr>
<td><strong>Hours per week:</strong></td>
<td>38 hours</td>
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<td><strong>Classification Definition:</strong></td>
<td>Health Professionals and Support Services Award 2010</td>
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<tr>
<td><strong>Salary Range:</strong></td>
<td>$65 - $75k per annum dependent on profession, qualifications, skills and experience</td>
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| **Remuneration Package:** | Base rate + superannuation  
Salary packaging up to the amount of $15,900 per annum |
| **National Police Check:** | Yes |
| **Working with Children Check:** | Yes |

**About our organisation**

The three Medicare Locals of Eastern Sydney (ESML), Inner West Sydney (IWSML) and South Eastern Sydney (SESML) have been successful in their consortium bid to form the Central and Eastern Sydney Primary Health Network (CESPHN), and as a PHN will become the new lead agency for headspace Hurstville and Miranda.

The CESPHN is an independent, locally run, not-for-profit company. We’re aiming to drive better health outcomes in our communities by planning, coordinating and helping to integrate services, bringing all parts of the primary healthcare system together so that patients are best serviced. CESPHN works across the continuum of primary health care, including health promotion, illness prevention, early intervention, acute care and chronic disease management. Building a strong responsive and cost effective primary health care system in Central and Eastern Sydney is central to our vision.

**Description:**

Central and Eastern Primary Health Network, along with a consortium of partners will deliver services to young people 12 – 25 years at headspace sites in Hurstville and Miranda.

The aim of headspace is to reduce the burden of disease in young people aged 12-25 years caused by mental health disorders and related substance use. This will be manifested through improvements in the mental health, social wellbeing and economic participation of young people in this target group. To this end headspace National provides funding and other support for the establishment and running of headspace centres across Australia.
The members of the headspace Hurstville and Miranda Consortia are:

<table>
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<tr>
<th>Organisation</th>
<th>Headspace site</th>
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<tbody>
<tr>
<td>St George/Sutherland Mental Health Service South Eastern Sydney Local Health District</td>
<td>Hurstville/Miranda</td>
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<tr>
<td>Drug and Alcohol Services South Eastern Sydney Local Health District</td>
<td>Hurstville/Miranda</td>
</tr>
<tr>
<td>Child, Youth and Family Counselling Service South Eastern Sydney Local Health District</td>
<td>Miranda</td>
</tr>
<tr>
<td>Aftercare</td>
<td>Hurstville/Miranda</td>
</tr>
<tr>
<td>Kirketon Road Centre South Eastern Sydney Local Health District</td>
<td>Hurstville/Miranda</td>
</tr>
<tr>
<td>3Bridges Community</td>
<td>Hurstville</td>
</tr>
<tr>
<td>The Bridge Youth Service</td>
<td>Miranda</td>
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**Purpose of position:**

Improve early access to health and other services for young people who have, or may be at risk of developing a mental health and/or substance use disorder or have economic and social recovery needs by:

- Effectively engaging, assessing, screening and coordinating the care for young people aged between 12 -25 years and their families who access headspace Miranda.

**Reporting to**

- headspace Miranda Clinical Lead

**Key Responsibilities as per Scope of Practice**

**Service Delivery**

1. Engage young people in the services and activities of headspace Miranda, gather relevant client information, and conduct psychosocial assessment of young people referred to headspace Miranda using the headspace assessment tools, policies and procedures, to identify young people who require assistance with:
   - primary health
   - mental health
   - substance use and misuse
   - education, training or employment
   - other care or service needs
2. Coordination of care by assisting the client to access the services they need:
   - Consultation and liaison with internal and external service providers regarding care needs according to documented care plans
   - Work collaboratively with the client, the client’s carers and other headspace team members to determine care or service needs and assist with the coordination of care/service needs as required
   - Support the continuity of client information flow between the headspace clients, headspace staff and external providers

3. Assertive monitoring of clients including:
   - Contacting the client when they miss an appointment
   - Following up the client to ensure ongoing service management
   - Putting services in place early when/if signs of mental health or drug and alcohol problems emerge

4. When directed by Clinical Lead provide supportive generalist counselling.

5. Document results of assessment and screening into electronic client record system.

6. Assist in the referral of young people to appropriate services either within headspace Miranda or other community agencies.

7. Provide information to clients and carers regarding the nature of mental health and substance use problems, other services available and how to access these.

8. Advocate on behalf of young person with for example: other workers, schools and employers as required.

9. Assist in the development and delivery of individual or group based skills training activities for clients of headspace Miranda (e.g., life skills, anger management, problem solving, and conflict resolution).

General

10. Participate in headspace Miranda community awareness activities promoting the health and wellbeing of young people and liaise with relevant community groups, government and non-government service providers.

11. Participate in training and professional development as required to develop and maintain necessary knowledge and skills pertaining to the position description.

12. Assist with the ongoing development and implementation of policies and procedures and supporting resources for use by headspace Miranda YHC team and other relevant services.

13. Other duties as required

Position Criteria - Essential

1. Relevant tertiary qualifications – Allied Health Professional

2. Current or provisional registration with appropriate body (e.g. Australian Health Practitioner Regulation Agency) if applicable

3. Demonstrated experience in a mental health service delivery environment

4. Demonstrated understanding of the health and wellbeing needs of young people

5. Demonstrated ability to undertake assessment, assess risk and screening of clients and their carers to determine client care needs and plans.
6. Demonstrated ability to provide care management, coordination of client needs, and assist clients to access necessary services.

7. Demonstrated understanding of the needs of young people from diverse backgrounds including Culturally and Linguistically Diverse, Aboriginal and Torres Strait Islanders and LGBTI (lesbian, gay, bisexual, transgender and intersex young people).

8. Demonstrated ability to engage and communicate effectively with young people.

9. Well-developed written and verbal communication skills including the ability to deliver small group activities.

10. Proficiency with technology including the ability to use Microsoft Office applications and the capacity to quickly learn new technologies including electronic client management system packages.

11. Demonstrated commitment to quality care, evidence based practice and working within a multidisciplinary team

**Special Job Requirements**

In order to fulfil the responsibilities of the position you may need access to a comprehensively insured motor vehicle and hold a current drivers licence. On the occasions when you use a privately owned motor vehicle for work-related purposes, CESPHN will pay a motor vehicle allowance on a per kilometre basis, according to the organisational policies and procedures. **headspace** is a youth specific health service and as such some out of hours or variable work hours may be required on occasion.

**Additional Information**

| Conditions of employment: | National Employment Standards and relevant Modern Award Employment Contract Central and Eastern Primary Health Network policies and procedures
| Reports to: | **headspace** Miranda Clinical Lead
Acknowledgement and Acceptance

As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

I understand this position description is not a duty statement, it is only intended to provide an outline of the key responsibilities of the position. Staff are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is further expected that this position description will change over time due to the nature of CESPHN activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Employee Name: ________________________________________________________________

Employee Signature ___________________________ Date: __________________

Program Manager's Name: ______________________________

Program Manager's Signature ___________________________ Date: __________________