



**Recruitment
Information Package.
Assisting you in your application to join
our team.**

www.mmgn.org.au - (08) 8531 1303



“Building healthy and resilient people and communities”

Vacancy Information:

- Position:** *Mental Health Clinician*
- Salary:** *Remuneration will be negotiated depending on skills, experience & qualifications. Additionally, you will be offered a range of outstanding benefits including generous salary packaging options, five weeks Annual Leave, and a flexible and supportive working environment*
- Status:** *Part time 0.8 FTE*
- Closing Date:** *on going*

Do you have a passion for working with young people and their families to improve their mental health?

Are you a team player, able to work in partnership with other organisations whilst also working autonomously with young people and families to deliver evidence based psychological based services and care?

There is an exciting opportunity to work with the Murray Mallee GP Network team, based within the Mount Barker headspace Centre to deliver Psychological Services with young people and their families.

To be successful in this position you will have an undergraduate qualification in any of the following: Psychiatric Nursing, Psychology, Social Work or Occupational Therapy.

In addition, you will have mental health accreditation and be registered with APHRA as required by your professional body. We are seeking someone with outstanding communication and interpersonal skills, and the ability to work within a team. A track record in working with young people and their families will be an advantage. Ability to support less experience mental health clinical staff also an advantage.

Remuneration will be negotiated dependant on skills, experience and qualifications. Our organisation offers generous salary packaging options as well as five weeks Annual Leave, and a flexible and supportive working environment.

Job description and advice on how to apply can be obtained on our website: headspace.org.au/headspace-centres/mount-barker All enquiries to Ingrid Puise on 8398 4262 or ingridp@mmgpn.org.au

A copy of your resume, and application addressing the job and person specifications, should be forwarded with the names of two current referees to the Centre Manager, Ingrid Puise via email ingridp@mmgpn.org.au

Please be aware that only shortlisted candidates will be contacted. We are an equal opportunity employer and value each person’s uniqueness. We embrace diversity and welcome applications from people of all backgrounds and communities including Aboriginal and Torres Strait Islander people, people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and people with disabilities



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This information package contains information about the Murray Mallee General Practice Network, and guidelines on submitting your application.

You will find within this information package:

- **An overview of the Murray Mallee General Practice Network**
- **Position Description & role requirements.**

How to apply:

Applicants are requested to send a copy of your resume, and application addressing the job and person specifications and forwarded with the names of two current referees, to the Centre Manager, Ingrid Pusie via email ingridp@mmgpn.org.au

About Us:

Established in 1995 as the **Murray Mallee Division of General Practice**, the organisation has evolved to become the **Murray Mallee General Practice Network**, a primary care provider to the Country SA PHN, and other government and non-government funding bodies. Our current programs have been funded in response to identified needs in the community and services include:

Youth Mental Health:

We are the lead agency for headspace Murray Bridge, headspace Mt Barker and headspace Victor Harbor which provides holistic early intervention services through a range of primary health care providers and consortium partners.

Mental Health Team

Mental Health Clinicians provide from our Adelaide Road offices and through General Practices in outlying communities including, but not limited to Karoonda, Mannum, Tailem Bend and Meningie.

Demography:

The Murray Mallee General Practice Network is based in the major population centre of the region - the Rural City of Murray Bridge. It includes an area of 23,000 square kilometres from the eastern Adelaide Hills through to the Victorian border.

The Princes Highway and rail route from Adelaide to Melbourne pass through the region. The River Murray, Coorong and Murray Mallee areas are significant environmental features.

The general practitioner workforce in the region operates from practices in seven towns, with outreach Clinics to some smaller communities. In addition, there are regular placements of students, registrars, trainees, and interns within our practices.



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The MMGPN is fully accredited under TQCSI. Our accreditation status is oversighted and maintained by our internal Quality, Risk and Safety practices, which aims to build, maintain, and support a culture of continuous quality improvement with a proactive approach to risk management and work health & safety.

Murray Mallee GP Network abides by the Ombudsman SA Information Sharing Guidelines (ISG) and ensures all our staff are appropriately trained in the ISG. For further information on the ISG, go to: <http://www.ombudsman.sa.gov.au/isg/>

Seeking employment with the Murray Mallee General Practice Network:

Job seekers considering employment with the Murray Mallee General Practice Network should understand that our recruitment process is similar to that of the public sector. This may be different in some respects to the process used in the private sector. This document will help you to understand our recruitment practices.

Broadly speaking, our recruitment is based on the merit principle. Each position has selection criteria, described in the job and person specification. The selection process involves assessing an applicant’s suitability for the position, based on a comparison of their relevant skills, experience and qualifications in terms of the position’s requirements. The person who is best able to demonstrate the match of their knowledge, skills, and abilities with the requirements of the job, will win the job.

All applications are closely scrutinised to determine if the applicant meets the selection criteria. Failure to address the selection criteria will result in the applicant not being considered for an interview. It is essential that your application meets the specific requirements that are set out in detail in the information package provided by the Murray Mallee General Practice Network.

When advertising vacant positions, we provide information packages that set out the selection process, the type and format of information required from applicants and a copy of the current position description, along with contact details of officers within our organisation who can provide additional information.

If you are interested in applying for a position with the Murray Mallee General Practice Network, you may find the following information useful:

- 1) Do not apply for a position by just submitting a resume – in most instances it is only used to provide background information and alone will not get you an interview.
- 2) A resume may be attached to an application, but it should complement the information provided in the application and focus on the broader skills and competencies
- 3) Address the advertised selection criteria. Each criterion should be carefully examined to fully understand the requirements of the role. Some criteria may contain multiple requirements, look for action verbs and conjunctions. Failure to respond to even one part of criteria could result in the application not moving to the interview stage.



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- 4) The selection criteria can be addressed in “dot point” form or in paragraphs; there is no specific requirement, unless otherwise stated. However, as indicated previously, the quality of the document may provide an advantage, provided the content relates to the position requirements.
- 5) Follow the application instructions provided, complete any forms, and provide accurate, verifiable information. If you provide false information in your application and this is discovered after you have been appointed, it can lead to dismissal.
- 6) Try to find out as much information as possible about the agency. The Murray Mallee General Practice Network website www.mmgn.org.au contains a lot of useful information.
- 7) Check and recheck your application document, do not rely on your computer’s “spell check”. Get a friend or family member to read the document.
- 8) If you are invited to an interview it is highly likely that you are one of several candidates considered suitable for the role. The interview may involve at least three panel members.
- 9) Candidates for interview are asked the same questions and your responses are compared with those provided by the other candidates.
- 10) Your preparation for the interview is the same as for any job interview, i.e., dress appropriately, pay attention to your grooming, arrive slightly early – do not arrive late, read any pre-interview material carefully, listen attentively, think before answering questions, speak clearly, be confident, always ask questions if invited to do so and thank the panel for the opportunity.
- 11) If you are unsuccessful, you should contact the interview panel convener to get some feedback on your interview performance. The information provided will help you to improve your approach to future employment opportunities. You can also request feedback at the application stage if you were not successful in being shortlisted for an interview.

Adapted from article by Greg Lewis, AACC Member, www.workplace.gov.au



JOB AND PERSON SPECIFICATION

| | |
|------------------------------|--|
| Title of Position: | Mental Health Clinician |
| Classification Code: | MMGPN EBA 2017 – RN2/ HPSO 2 (Dependent on qualifications and experience - salary sacrifice arrangements are available) |
| Status of employment: | Contract position - Renewal dependent upon ongoing funding and performance. |

Approved by Chief Executive Officer: June 2022

ABOUT HEADSPACE

headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12 to 25-year-olds. **headspace** has 149 centres across Australia in metropolitan, regional and remote areas and online and phone support services through eheadspace.

headspace can help young people with mental health, physical health (including sexual health), alcohol and other drug services, and work and study support. Centre details, as well as factsheets and resources for young people and their families and friends, can be located on the **headspace** website: headspace.org.au

The mission of **headspace** Murray Bridge & Mount Barker is to reduce the burden of disease in young people aged 12-25 years caused by mental health and related substance abuse disorders through early identification and effective, evidence-based intervention delivered by primary care and specialist providers working together within a unified, accessible and integrated service framework. In addition, headspace provides services to young people with moderate to severe mental health through youth complex care funding.

headspace Murray Bridge & Mount Barker is funded through the Country SA Primary Health Network.

What is the role of a lead agency?

The **headspace** Mount Barker program is under the auspices of the Murray Mallee General Practice Network as the Lead Agency and is supported by a range of consortium partners who share the **headspace** vision.

A lead agency leads each local **headspace** Centre on behalf of a regional partnership of organisations responsible for delivering mental health, drug & alcohol, primary care services, and community-based vocational assistance and training providers.

Lead Agencies are locally based and run services that share a headspace Centre's vision and ensure this appropriately meets the local community's needs.



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POSITION SUMMARY

The Mental Health Clinician facilitates excellence in health service delivery and clinical practice to achieve improved outcomes for headspace clients who are serviced at **headspace**. The position is responsible for providing Mental Health Clinical Care and Coordination to young people who have or are at risk of having a severe mental illness and with complex support and/or complex therapy needs. Direct delivery of mental health services is a primary component of this role.

The goals of the Mental Health Clinicians are to:

- Improve access to mental health care for young people who are experiencing mild to moderate mental health concerns and maximising recovery; and
- Provide care coordination and direct therapeutic services to young people with mild to moderate mental health needs and the families/carers involved in their care.

JOB SPECIFICATION

Reporting/working relationships

- Reports to the headspace site Centre Manager.
- Provides leadership and support to Colleagues employed by **headspace** concerning clients with complex care needs and service pathways
- Develops and maintains collaborative relationships with other clinical service providers

Special Conditions

- Probationary period as specified in Employment Agreement
- Some intrastate and interstate travel will be required
- Some after-hours work may be needed, for which time off in lieu of overtime may be taken.
- Current SA driver's licence essential.
- Some use of own vehicle may be required depending on the availability of MMGPN vehicles. Reimbursement will be paid at a rate determined by the relevant Modern Award.
- Current comprehensive insurance of any vehicle used for work purposes is required and should be presented for sighting annually.
- Participation in annual performance review & development appraisals at least every 12 months

CHILD PROTECTION

Per the South Australian Children's Protection Act 1993, the successful applicant will be required to attain and hold a current National Police Certificate before employment.

Murray Mallee General Practice Network requires all staff to undertake the following Department Community & Social Inclusion (DCSI) screening checks:

- Working with Children Check
- Vulnerable Person Related Employment Screening

The incumbent is required to either currently hold or be trained in (within the first three months of employment) Child safe environment



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WORK HEALTH & SAFETY

- Employees are responsible for protecting their health and safety at work, including co-workers & clients.
- The employee is responsible for abiding by the organisation's WH&S policies and direction as set out in MMGPN's Operation Manual.
- The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work

and in particular, so far as is reasonable, shall:

- use any equipment provided for health or safety purposes
- obey any reasonable instruction that the employer may give concerning health or safety at work
- comply with work health and safety policy in the workplace
- Ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their safety at work or any other person at work.

Statement of critical responsibilities and duties

Clinical Care Coordination and Service Provision

- Providing clinical mental health services to support the needs of people with mild to moderate mental health concerns and who are best managed in primary health care;
- Improving care by providing service coordination, regular follow-up and review, access to support and compliance with treatment plans;
- Promoting the use of a single multiagency care plan to help link providers across multiple services involved in an individual's care;
- Ensuring that referral pathways are in place to enable and support clients to transition between services as their needs change seamlessly;
- Contributing to addressing the physical health inequities of individuals with mental illness within the region;
- Supporting engagement between GPs and Psychiatrists where required;
- Supporting step up/step down and post-discharge activities with state-funded Local Hospital Network (LHN) mental health services;
- Co-facilitate and participate in clinical partnership arrangements with State mental health services as directed by the site Team Leader;
- Coordinating support between GPs, state-funded LHN and national NDIS assessment and referral to help match people to the service pathway which best meets their needs;
- Support clients to effectively manage their symptoms and avoid unnecessary hospitalisation; and
- Progressing service delivery activities towards being part of a region-wide stepped care model.
- Support the aims and objectives of MMGPN through understanding and implementation of the MMGPN Strategic Plan
- Be aware of and adhere to MMGPN's policies and procedures
- Display a commitment and passion for MMGPN Values



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Program Development and Implementation

The Mental Health Clinician contributes to developing and implementing programs within budgetary and program guidelines.

- Support the Team Leader and Manager in ensuring appropriate clinical service delivery within an integrated service model
- Develop a collaborative approach with relevant agencies to ensure effective management of youth mental health conditions within the community.
- Participate in effective data collection to facilitate accurate reporting to funding bodies.

Supervision and professional development

The Mental Health Clinician supports the Centre Manager in providing clinical supervision as directed and appropriate (dependant on the staff member's training and experience) to clinicians and students (if applicable) employed or placed within headspace programs.

- Ensure that ethical and social action lessons are shared across the organisation, and programmatic strengths and challenges are represented at state and national levels.
- Participate in and promote ongoing professional development, including annual performance reviews.

Service provision

The Mental Health Clinician contributes to developing and continuously improving the mental health service delivery at headspace.

- Participate in the development and delivery of individual care planning, group work, and individual and family sessions as part of an individual caseload and as a consultant to other Allied Health workers at headspace.
- Provide service development and practice in line with evidence-based best practice guidelines for young people and their families with mental health needs.
- Support referral and liaison with relevant service providers (e.g. psychiatric, psychological, medical, welfare and educational).
- Maintain appropriate case notes, records and data.
- Ensure service provision to ATSI and CALD community members is culturally appropriate.
- Contribute to and promote professional education of General Practice and Allied Health Providers.
- Actively participate in all clinical supervision activities, evaluation processes and team meetings at headspace.
- Participate in community education and promotional strategies as directed.

Quality Assurance

The Mental Health Clinician supports developing and implementing initiatives to foster continuous quality improvement and assurance.

- Participate in team meetings, planning activities and organisation-wide quality assurance activities.
- Represent MMGPN & headspace as required at local, regional, state and national meetings and conferences.
- Ensure principles of equal opportunity, fairness, honesty and respect and occupational health, safety and welfare are fostered in the workplace



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PERSON SPECIFICATION

Essential Minimum Requirements

Qualifications (one of the following):

- Mental Health Social Workers (must be registered with the AASW and have Mental Health Credentialing)
- Psychologists (must be registered under the provisions of the Psychological Practices Act, 1973 and registered with AHPRA)
- Registered Nurses (must have post-graduate tertiary mental health qualification and be registered with AHPRA)
- Occupational Therapists (must have mental health credentialing and be registered with APHRA)

Experience:

- Extensive post-graduate experience in providing mental health assessment and services, including psychoeducation and short term, focused psychological strategies/interventions to people of all ages and backgrounds experiencing mental health difficulties.
- Proven track record providing best practice clinical care within the mental health field, including psychological and therapeutic treatments for people experiencing mental health conditions.
- Skills in working with families is highly valued for this position.
- The ability and experience to conduct risk assessments, including suicide and violence risks, and develop action plans to mitigate these risks.
- Experience working in a multidisciplinary team environment, coordinating client care.
- Experience in the youth and/or mental health sector.
- Demonstrated skills in staff supervision and proven ability to contribute to clinical leadership in a multidisciplinary team.

Knowledge:

- Knowledge and understanding of mental health, including related evidence-based interventions and clinical practice.
- Highly developed verbal and written communication skills.
- Demonstrated skills in staff supervision and proven ability to contribute to clinical leadership in a multidisciplinary team.
- Computer skills including word processing, spreadsheets, electronic medical/case records and database applications.
- Exceptional interpersonal and communication skills with the ability to form engaging relationships with clients and their families.
- Excellent problem-solving skills and demonstrated ability to consult, liaise and negotiate with internal and external stakeholders.
- An understanding of and commitment to ethics and confidentiality issues, particularly concerning the health and medical professions.
- Knowledge of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the Occupational Health, Safety and Welfare Act.

Personal Attributes:

- High levels of professionalism, confidentiality and discretion.
- Positive, respectful and collaborative team player.
- Adaptability and flexibility to changing work environments and requirements.
- Highly self-motivated and dynamic personality with the ability to lead the development of youth complex care service delivery with a level of autonomy.
- Proven skills in decision making, problem solving, time management and setting priorities to achieve program outcomes



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ORGANISATIONAL REQUIREMENTS

COMPLIANCE

- Be aware of and adhere to MMGPN's policies and procedures
- Display a commitment and passion for MMGPN Values
- Employees are required to read, understand and comply with all policies, procedures and any reasonable direction whilst demonstrating professional workplace behaviours in accordance with the MMGPN Code of Conduct

OTHER RESPONSIBILITIES:

- Equal Opportunities Legislation
Promoting and implementing policies, procedures, and the prevention of harassment, bullying and intimidation.
- Professional Codes of Conduct and Ethics
Complying and practising within relevant Federal and State Legislation and the profession's code of practices/ethics

The incumbent must refer to their job and person specification along with MMGPN's Manuals and Registers and other relevant Roles and Responsibilities statements as required.

The duties and responsibilities for this position should not be considered as limited to the above activities. Duties may be added, deleted or modified, in consultation with the incumbent, as necessary. Job Descriptions and staff performance will be reviewed regularly.

End