

Position Description



SERVICE AREA:	AOD Recovery, Counselling, Youth & Family Services
POSITION:	Mental Health Clinician – Later onset team
PROGRAM AREA:	Headspace Narre Warren/Dandenong
REPORTS TO:	Later Onset Team Leader
DIRECT REPORTS:	Nil
HOURS:	0.8-1 FTE (Full Time Equivalent)
AWARD:	The position is attached to the Dandenong Casey General Practice Association Certified Agreement 2009-2012
REMUNERATION:	The relevant classification and remuneration will be determined pending the qualifications and experience of the successful applicant.
REVIEWED BY:	Manager, EACH Youth and Family
DATE LAST REVIEWED:	May 2017
DELEGATION LEVEL:	N/A

EACH is a community-responsive, innovative organisation that provides leadership and excellence through the provision of a diverse range of integrated services that improve health, wellbeing, and community participation.

We recognise that social inequity, disability and discrimination underpin many of the life experiences of the most disadvantaged people in our communities. Our commitment to social justice is at the heart of all we do. Our values and our practices are aimed at providing accessible, integrated and client centred services based on the social model of health - especially targeted to those who are most disadvantaged or at risk.

Consequently all employees have a responsibility for contributing to:

- integrated multi-disciplinary teamwork;
- a process of continuous quality improvement
- ensuring services are highly accessible and proactively inclusive of consumer and community diversity including sex and sexual orientation, colour, race, ethnic and national origins, age, religious and ethical beliefs, disabilities, political views, illness, marital status and family responsibilities.

These principles are shared by all services provided by EACH across Australia, which include:

- primary health care;
- older adult and disability community support;
- psychosocial support;
- health promotion;
- mental health community support;
- social housing;

- alcohol and other drug recovery;
- a range of counselling services including: depression and anxiety, problem gambling, financial counselling and post trauma support;
- a wide range of child, youth and family services; employment support services.

PRIMARY OBJECTIVE

The key objective of this role is to:

The Mental Health Clinician position is a crucial role within the headspace Narre Warren and Dandenong service and will be required to undertake a number of activities including but not limited to engaging, assessing and providing effective interventions for young people and their families. This position will work in conjunction with the headspace team and partnering agencies to effectively service young people and their families that have experienced a sustained mental health concern. Whilst not a tertiary mental health role, this position will complete comprehensive screening and assessment of young people, and provide both short-term and longer term intervention as part of an integrated team. Family support is also an integral component of this role. This person will also assist in the development and delivery of therapeutic groups as well as individual clinical management processes within a later onset context. The later onset team supports young people who present with complex and/ or chronic psycho-social health issues, and their families. Although this position sits within the structure of the later onset team, the role will be required to work across the Community Linkages and Early Intervention Teams as required.

KEY RESPONSIBILITY AREAS

This position will be responsible for therapeutic case coordination of young people that present with a later onset mental health concern. This involves completing comprehensive assessment processes and case planning and delivering therapeutic interventions. The position is also responsible for presenting at intake meetings, formulating recovery plans for referral, completing supported referrals and supporting the clients through their service experience. The position will actively service a caseload of young people and their families accessing headspace services.

The Mental Health Clinician has the following key responsibilities:

SERVICE DELIVERY (60% of role)

- Conduct assessments with young people and their families at headspace Narre Warren and Dandenong and outpost locations where appropriate, completing Mental State Examinations and comprehensive risk assessments.
- Present assessments at clinical review meetings
- Formulate referral, recovery, and care plans as appropriate
- Manage a case load of young people deemed appropriate for service
- Provide support to parents and families of young people attending headspace Narre Warren and Dandenong.
- Coordinate the referral of young people to services within headspace Narre Warren and Dandenong or to other relevant youth services in the South Eastern region to ensure coordination of care for the individual's needs.
- Work within a multi-disciplinary team environment, consisting of GPs, psychologists, nurses and other allied health workers.
- Advocate on behalf of the young person with other workers, schools and employers as required
- Actively monitor young people, providing follow up if non-attendance to scheduled appointments or to provide follow up to support implementation of care plan goals and objectives
- In collaboration with the young person, family and care team, provide tailored and appropriate therapeutic interventions
- Manage a caseload of Later Onset clients
- Provide Single Session Therapy where appropriate
- Attend fortnightly clinical review meetings
- Ensure all contact is recorded within electronic medical records and the headspace minimum data set
- Develop and facilitate therapeutic groups where required

OPERATIONAL REQUIREMENTS (20% of role)

- Work within and uphold the mission, vision and values of headspace and EACH
- Attend and participate in fortnightly supervision with the Later Onset Team leader
- Administer data records ensuring communication and youth engagement reporting database are up to date
- Participate in staff meetings and staff training as required

QUALITY & COMPLIANCE (20% of role)

- Comply with all statutory and regulatory obligations including but not limited to OHS requirements, privacy/confidentiality obligations, information management as required by headspace Narre Warren and Dandenong.
- Participate in continuous quality improvement activities and assist the leadership group in ensuring accreditation standards are maintained
- Adhere to policies and procedures of EACH and headspace Narre Warren and Dandenong.
- Participate in Quality Assurance activities to ensure 'Best Practice' is maintained
- Maintain awareness and knowledge of relevant policy developments in health, education, social services that have an impact on young people

MANDATORY REQUIREMENTS FOR ALL EMPLOYEES

- **Qualifications and Scope of Practice** - All employees will perform duties within the scope of practice of the role, and according to the verification of credentials (qualifications, registrations and professional competencies).
- **Mandatory Training Requirements** – All employees will complete mandatory training requirements to support the delivery of safe and effective service provision. Induction must be completed within a timeframe of two weeks upon commencement of employment
- **Criminal History Check**- The successful applicant will be required to undergo a Criminal History Check (and Working With Children Check – if applicable to their role)
- **Immunisation Status** – The successful applicant will be required to provide EACH with serological immunity or vaccination history (if applicable to their role).
- **Social Inclusion and Equal Employment Opportunity** - All employees will perform their duties in accordance with EACH's Social Inclusion and EEO policy.
- **Health and Safety**- All employees will perform their duties in accordance with EACH's H&S policy.
- **Privacy and Confidentiality** - All employees will perform their duties in accordance with EACH's *Privacy and Confidentiality policy*.
- **Quality** – All employees will engage in activities that promote continuous improvement in provision of Community Health Services.
- **Service Performance** - Services are delivered in a timely manner, meet agreed consumer needs and EACH expectations, are consistent with sound administrative and operational procedures and practices and within allocated budgets where applicable.

QUALIFICATIONS AND EXPERIENCE

Mandatory Qualifications

- Tertiary qualifications in the social sciences, psychology, social work or a related field

Desirable Qualifications

- Current First Aid Certificate

Skills/Knowledge:

- Demonstrated experience in intake and risk assessments with young people
- Demonstrated knowledge and experience of brief intervention and single session therapy
- Demonstrated experience in working with young people
- Demonstrated ability to develop and facilitate group programs
- Highly developed interpersonal, verbal and written communication skills
- Highly developed presentation skills
- Exceptional organisational skills and time management skills

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- Excellent computer skills with a proficiency in the use of MS Office Applications (Word, Excel, Outlook) and the ability to work from electronic medical records and the headspace Minimum Data Set
- Ability to work independently and cooperatively in a team environment which works towards reaching common program and organisational goals
- Ability to work flexible hours including weekend and after hours work, as required

KEY ATTRIBUTES FOR ALL EMPLOYEES

- **Commitment to EACH Vision, Mission, Values and Principles** – All employees must demonstrate commitment to the EACH Vision, Mission, Values and Principles through employment activities and ensure Individual Development Plans and day to day activities take into consideration the EACH Vision, Mission and Values.
- **Self Assessment and Reflection** - the capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our relationships. To be resilient, capable of self-awareness, self-management, self-development, social awareness and relationship management, in order to contribute to a more effective and supportive organisational culture.
- **Ethical** – Reflects expected standards of behaviour and/or Code of Ethics
- **Culturally Aware** – values social inclusiveness as a strength and positively utilises diversity
- **Communication and Collaboration** – Works with others to achieve common goals and disseminates information using appropriate media/language to the right people at the right time.
- **Accountability** - Individual responsibility to deliver services within the relevant legislative and regulatory framework and in accordance with sound business/service management practice.
- **Consumer/Clients focussed** – Prioritises the needs of consumers/clients and aims for the best outcomes for consumers/clients

I understand the role, duties and responsibilities as outlined above.

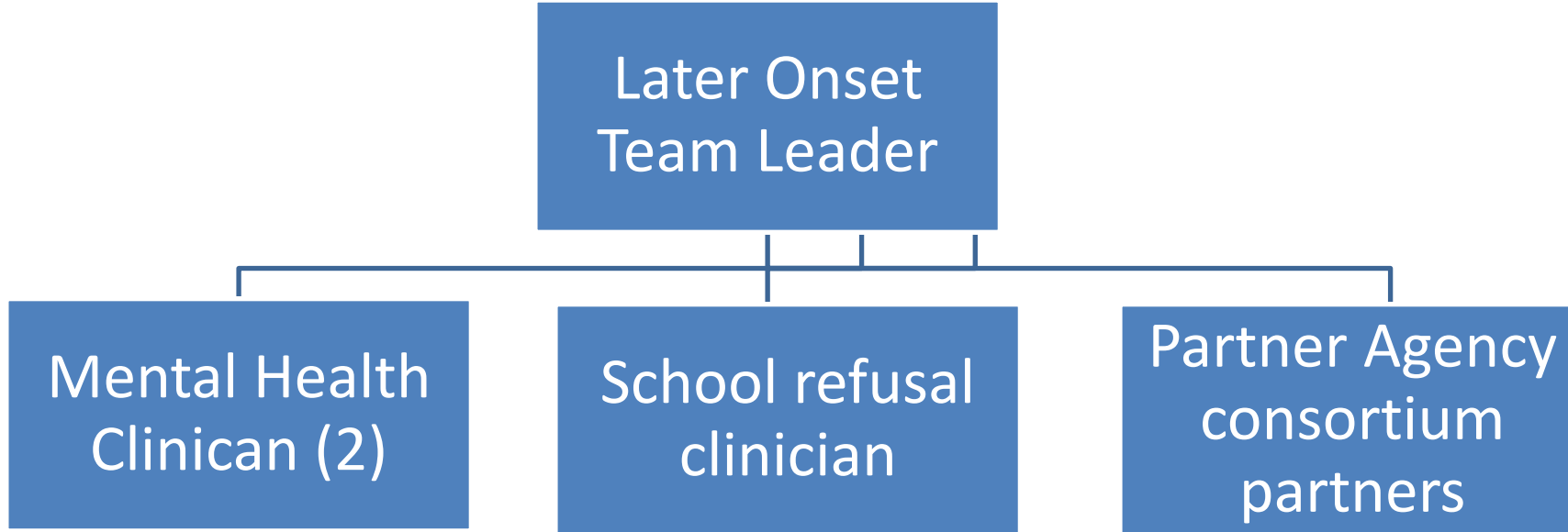
Employee Name & Signature

Date: _____

Line Manager Name & Signature

Date: _____

APPENDIX 1 - ORGANISATIONAL CHART



APPENDIX 2 – KEY SELECTION CRITERIA

Mental Health Clinician - Headspace

Please ensure you address the key selection criteria in your application.

- KSC1** Tertiary qualifications in the Social Sciences, Psychology, Social Work, Family Therapy or a related discipline.
- KSC2** Demonstrated experience or capacity in undertaking mental health assessments and evidence based care planning processes
- KSC3** Demonstrated skills in working with young people and their families/carers with mental health issues within a later onset team framework.
- KSC4** An applied understanding of EACH's key attributes for all employees and an ability to work within the vision, mission and values of the organisation.
- KSC5** Thorough understanding of evidence based methods for working with a wide variety of mental health concerns
- KSC6** An ability to effectively and proactively manage relationships with consumers, services, and colleagues.
- KSC7** Well developed presentation skills and an ability to develop/facilitate group programs.
- KSC8** High level of computer literacy utilising MS Office applications (Word, Excel and Outlook) and the ability to work from electronic medical records and the headspace Minimum Data Set.