

Position Description

SERVICE AREA:	AOD Recovery, Counselling, Youth & Family Services
POSITION:	School Psychologist - Narre Warren South P-12
PROGRAM AREA:	Headspace - Narre Warren/Dandenong
REPORTS TO:	Early Intervention Team Leader
DIRECT REPORTS:	0
HOURS:	.4 or 2 days per week – Operates during school terms
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:	June 2016

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.

Headspace is funded by the Australian Government under the Promoting Better Mental Health – Youth Mental health Initiative. Headspace is making a difference to the lives of thousands of young Australians by:

- Giving young Australians the opportunity to seek help early
- Bringing together local health services under one roof
- Making it easier for young people and their families to find the information they need
- Reviewing evidence and interventions to provide Australians with the most up-to-date information on youth health
- Giving young people a voice
- Creating awareness and educating young people about how to get help
- Training professionals to work with young people

In providing our services, we will be:

- Compassionate
- Inclusive
- Responsive
- Passionate
- Leaders

PRIMARY OBJECTIVE

The role of the headspace School Mental Health Clinician is to provide assessment and treatment, care planning and support to young people aged 12-18 going to Narre warren south P-12 secondary college.

In addition, the role will facilitate access to appropriate services (including headspace centres Dandenong and Narre Warren) as indicated by assessment and care planning processes, and will include direct service to young, families and carers as well as consultation and support to other professionals, agencies and members of the community engaged in the young person's care. The role will receive referrals from the Well-being Team at the school. The position is co-located at the Fountain Gate Secondary College. Please note that whilst this position is listed as 0.4-0.6, EACH encourages applications that may seek to combine this role with other roles currently on offer.

DIRECT SERVICE ACTIVITIES (60% of role)

- Establish a potential client's needs (through discussion of the presenting issue/s) and determine the client's suitability for headspace services.
- Undertake psychosocial assessments with young people for services at headspace utilizing the HEADSS assessment tool.
- Deliver brief evidence informed psychosocial interventions, mental health literacy and short term psychological interventions to young people and their families where appropriate as defined by the needs determined by assessment. Provision of mental health related information i.e. psycho-education regarding the nature of mental health and drug and alcohol problems, information services available and how to access these.
- Engage young people in early help seeking and provide a seamless and coordinated treatment pathways including accessing headspace centers Dandenong and Narre Warren.
- Maintain appropriate clinical notes; formulate assessment, care and risk management plans and maintain data requirements using the designated Client Management System
- Participate in the ongoing planning, development and implementation of Clinical Services at headspace center at Narre Warren.
- Provide support for young people to access the range of services they need.
- Undertake appropriate discipline specific assessments.

Doc: EACH Position Description Template Doc #HR041 Version #:1.2	Page 2 of 7	Doc created: May 2014 Last review: May 2015 Next review: May 2018
When printed, this template is uncontrolled		

CLINICAL & ADMINISTRATION SYSTEMS (10% of role)

- Actively and collaboratively participate in Fountain gate well-being intake allocations meeting.
- Present referrals at headspace clinical review meetings.
- Actively participate in supervision with clinical Lead.
- Compliance with data recording per the health records act and headspace National contractual obligations.
- Write reports as required for internal/external use i.e. assessment formulation, incident reports, funding body reporting, court hearing.
- Participate in staff meetings, clinical case review and staff training as required.
- Use IT systems including Microsoft Office and the designated Client Management System

PROGRAM DEVELOPMENT & EVALUATION (10% of role)

- Liaise with external stakeholders within the community regarding referrals of young people to appropriate community services.
- Collaborate with a wide range of support services/organizations to avoid duplication of services and integrate support to provide optimal service provision.
- Support and resource young people in the evaluation of the service.

SERVICE PROMOTION (5% of role)

- Participation in community awareness and engagement activities as directed by headspace senior staff.

QUALITY & COMPLIANCE (10% of role)

- Comply with all statutory and regulatory obligations including OHS requirements, privacy obligations and as required by headspace Dandenong, Narre warren and P12.
- Assist in maintaining contemporary practice standards, systems and processes.
- Participate in continuous quality improvement activities and assist Manager in ensuring accreditation standards are maintained.
- Willingness to continue to develop own clinical knowledge, skills and understanding

OTHER DUTIES (5% of role)

- Plan and participate in training and secondary consultation as required.
- Other duties as negotiated with senior staff.

Key Relationships

Internal

- Clinical lead headspace Dandenong/Narre Warren
- Centre manager headspace Dandenong/Narre Warren
- Other headspace staff

External

- P12 well-being staff
- P12 senior leadership
- Young people and their families
- Other agencies and services

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

Doc: EACH Position Description Template Doc #HR041 Version #:1.2	Page 3 of 7	Doc created: May 2014 Last review: May 2015 Next review: May 2018
When printed, this template is uncontrolled		

- **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). Where an applicant has resided continuously in an overseas country for 12 months or more in the last ten years, they will be required to provide EACH with an international Criminal History Check
- **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:

- Bachelor Psychology and minimum provisional registration with APHRA. Preference for full registration with APHRA as psychologist.

Work Experience:

- Demonstrated experience in working with young people
- Demonstrated understanding of the headspace culture and the challenging problems that young people will present with
- Demonstrated experience within a medical setting, including medical reception/administration duties
- Proven ability to work confidentially and productively with a high level of tact and diplomacy

Skills/Knowledge:

- Outstanding clinical skills in working with young people and their families/carer's with mental health issues in an early intervention framework.
- Experienced in the provision of mental health assessments, psycho-education and short term interventions to young people experiencing moderate severity mental health difficulties as well as thorough understanding of the mental health and broader service system.
- Demonstrated high level of interpersonal and communication skills (written and verbal), problem solving and negotiation skills especially with young people in the early stages of help seeking.
- Ability to maintain positive stakeholder relationships and work collaboratively with all stakeholders' i.e. young people, local community, government agencies, private practitioners etc.
- Experience in working within a secondary school context.
- Experience of working with culturally and linguistically diverse communities.
- Practice endorsement in either counselling, clinical or educational psychology
- 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.

Personal Attributes:

- Excellent attention to detail both written and verbal.
- Exception communications skills and the ability to communication with a variety of clients.
- Excellent time management and organisational skills
- Ability to prioritise tasks and meet deadlines
- Behaves and presents in a professional manner at all times for work

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.

Doc: EACH Position Description Template Doc #HR041 Version #:1.2	Page 4 of 7	Doc created: May 2014 Last review: May 2015 Next review: May 2018
When printed, this template is uncontrolled		

- **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.

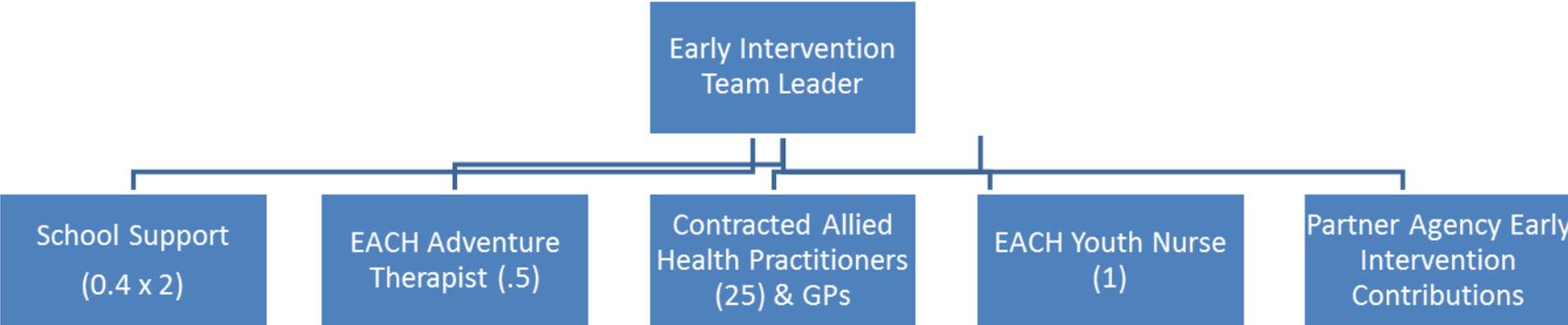
Date: _____

Employee Name & Signature

Date: _____

Line Manager Name & Signature

APPENDIX 1 - ORGANISATIONAL CHART



APPENDIX 2 – KEY SELECTION CRITERIA

Part Time School Psychologist – Headspace

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

- KSC1** Tertiary qualifications in Psychology with APRHA registration (minimum provisional status)
- KSC2** A thorough and applied understanding of evidence based methods for working with a wide variety of mental health concerns, substantiated by relevant practice endorsement
- KSC3** 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.
- KSC4** Experienced in the provision of mental health assessments, psycho-education and short term interventions to young people experiencing moderate severity mental health difficulties as well as thorough understanding of the mental health and broader service system
- KSC5** Ability to maintain positive stakeholder relationships and work collaboratively with all stakeholders, inclusive of educational specific stakeholders, young people, local community, government agencies, private practitioners etc.
- KSC6** Experience in working within a secondary school context and with culturally and linguistically diverse communities.
- KSC7** 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.