



SERVICE AREA:	Regional Counselling, AOD Recovery, Youth and Family Services
POSITION:	headspace Dandenong and Narre Warren – Psychological Interventions Clinician. Multiple roles available.
PROGRAM AREA:	headspace Dandenong and headspace Narre Warren
REPORTS TO:	Early Intervention Team Leader, headspace Dandenong and Narre Warren
DIRECT REPORTS:	Nil
HOURS:	Minimum 2 days up to full time
AWARD:	The position is tenured via a subcontracting agreement with EACH until June 30 2018.
REMUNERATION:	Session hourly rate \$100 per hour for individual or family sessions. Group sessions to be negotiated as per clinical guidelines for group program.
REVIEWED BY:	headspace Manager Dandenong and Narre Warren
DATE LAST REVIEWED:	May 2017
DELEGATION LEVEL:	N/A

EACH

EACH is a creative, responsive and outcomes-oriented organisation that delivers leadership and excellence in integrated youth and family, community health, disability and support services throughout Australia.

EACH is guided by the principles of the social model of health; holistic service provision; continuous quality improvement; consumer and community participation; and development of the diverse social aspects of the community we work in.

All employees have a responsibility for contributing to:

- the multi-disciplinary teamwork of the organisation;
- ensuring a balance of direct health services, health promotion and community development;
- a process of continuous quality improvement throughout the organisation and
- non-discrimination against sex or sexual orientation, colour, race, ethnic or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status or family responsibilities.

headspace

The objectives of **headspace** are to improve access for young people to mental health and related services, and to ensure better coordination between such services, by:

- providing holistic services through **headspace** sites; increasing the community's capacity to identify young people with mental ill-health and related problems as early as possible;
- encouraging help-seeking by young people and their carers;
- providing evidence-based, high-quality services delivered by well-trained professionals; and
- providing a mechanism for service coordination and integration within communities and at a federal and state/territory government level.

headspace has been funded by **headspace** National Youth Foundation Ltd to administer a **headspace** program in its region. As a condition of that funding, **headspace** must establish a one-stop shop model of providing integrated and coordinated services operating under the **headspace** banner. **headspace** provides services to young people who are at risk of developing, or who are showing signs of, mental health and/or associated drug and alcohol problems.

headspace Access to Psychological Interventions program context

The Psychological Interventions Clinician is an integral part of the **headspace** clinical services platform as it is an innovative way of engaging young people with contemporary medical and mental health care. The Psychological Interventions Mental Health Clinician benefits from operating as part of multi-disciplinary team, including onsite GP, mental health and drug and alcohol staff, and working closely with the **headspace** Consortium.

Psychological Interventions clinical services are part of a care team response for young people suffering from diagnosed moderate severity mental illnesses, who have trouble engaging with services, and who present from socially disadvantaged groups. The Psychological Interventions program aims to provide effective treatment through short-medium term psychological services within a primary care service. The headspace Psychological Interventions services will be delivered through either individual, family or group based sessions. Individual and family sessions will have a maximum total number of 18 unless negotiated with Clinical Lead headspace. Evidence based group sessions will be negotiated with the Team Leader Early Intervention depending on clinical guidelines of the group program.

PRIMARY ROLE OBJECTIVE

This position is embedded within the headspace Early Intervention Team and receives referrals from the headspace Youth Clinic, and external General Practitioner clinics and other allied health services. This position is funded through the South Eastern Primary Health Network (SEMPHN) and requires mental health credentialing as an approved Psychological Interventions provider (equivalent to those providing better access the mental health care through mental health treatment plans funded by medicare).

The role works within the mental health care treatment planning framework, under the clinical oversight of the headspace Clinical Lead and Early Intervention Team Leader. Operational accountability is to the Centre Manager.

The successful candidate will be asked to offer appointments at times that suit service users. The position will be located across headspace Dandenong, headspace Narre Warren and at a location within the Cardinia Shire (TBC).

KEY RESPONSIBILITY AREAS (% of role)

1. SERVICE DELIVERY (80%)

Within the structure of a mental health care treatment plan, the responsibilities of the **headspace** Dandenong / Narre Warren AHP will:

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- attend **headspace** Dandenong / Narre Warren Centre every week to assess and treat young people and adolescents from age 12 – 25 who have diagnosed moderate severity mental illnesses by a qualified GP
- provide evidence based, high quality and flexible specialist counselling support to young people and their families which includes treatment models such as trauma informed care, emotional regulation therapies, CBT , DBT and Family Based Treatment
- assist in formulation and application of appropriate assessment, treatment and evaluation processes. This includes development and management of client safety plans
- display sensitivity to the needs of young people and families from vulnerable population groups, such as those that are homeless, identify as LGBTIQ, are from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait islands, or whom have receive services from state care systems as such Child Protection
- provide support to family members and carers where appropriate
- work in collaboration with other headspace services and specialist clinicians as required
- participate in an orientation/induction with **headspace** Dandenong / Narre Warren
- participate in a multi-disciplinary team including attending clinical meetings as required
- Work within the EACH and headspace Clinical Governance framework including relevant policies and procedures of **headspace** Dandenong / Narre Warren
- maintain high standards of file management, via the **headspace** Dandenong / Narre Warren electronic file. This is to include ensuring that all files are stored in line with legislative requirements and organisational policies and procedures
- completion of Minimum Data Set (MDS) as part of reporting requirements under **headspace and SEMPHN funding guidelines**

KEY PERFORMANCE INDICATORS:

- 100% completion of minimum data sets as per funding guidelines
- 14 sessions per week offered for Psychological Interventions program per Psychological Interventions clinician.

2. ORGANISATION (20%)

- Accurately maintain client data, records and reporting processes
- Actively participate in regular supervision processes
- Participate in team meetings, professional development sessions, and performance appraisals as required
- Attend clinical case review meeting with the Early Intervention Team Leader or Clinical lead every 3 months
- Contribute to a workplace environment and culture which supports peers, upholds the values of EACH, develops teamwork and ensures the provision of quality services for agency clients
- Complete all organizational accountability and reporting requirements in an accurate and timely manner

KEY PERFORMANCE INDICATORS:

- All accountability requirements met to a high standard
- Positive teamwork and the values of EACH are consistently displayed
- Performance is assessed at agreed levels of competency

KEY ATTRIBUTES FOR YOUTH MENTAL HEALTH CLINICIAN (ALLIED HEALTH PRACTITIONER)

- **Service Delivery** –Applies organisational practice models, procedures and relevant legislation when working with clients
- **Client Outcomes** – Supports clients/members to achieve their goals or aspirations through provision of quality service.
- **Diversity** – Demonstrates sensitivity and respect for diversity and differences in clients.

- **Team Dynamics** - Openly shares information, participates and contributes to team discussions, values diversity in team and supports colleagues.
- **Initiative and enterprise** - Encourages teams to show initiative and looks for ways to work more dynamically.
- **Community and Collaboration** – Contributes to staff forums and meetings about key community issues.
- **Problem solving** - Assists with resolution of clients’ and colleagues’ problems
- **Change management** - Maintains a positive approach to change and adapts to new or different ways of working
- **Interpersonal skills** - Demonstrates active listening and asks appropriate questions when dealing with clients/members and colleagues.

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

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:

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- Appropriate tertiary clinical qualifications and endorsement/registration relevant to mental health counselling/treatment. These include Registered Psychologists through APHRA, Credentialed Mental Health Nurses, Accredited Mental Health Social Workers through AASW, Accredited Mental Health Occupational Therapists through O.T Australia)

Experience and Skills:

- Clinical experience, in the assessment and treatment of working across a variety of youth mental health presentations
- Clinical experience with working with young people who present with co-morbid mental health issues such as substance abuse
- Demonstrated, experience and skill in assessing and treating young people diagnosed with mental health illnesses such as anxiety, depression, complicated PTSD, drug and alcohol misuse, personality disorder traits
- An understanding of the social model of health and commitment to work within that framework
- An ability to be an effective part of a multi-disciplinary health team
- Excellent interpersonal skills and organizational skills including:
 - Effective written and oral communication
 - Negotiation, conflict resolution and creativity in problem solving
- An ability to use (or learn) technological applications such as Episoft, Medical Director, Pracsoft, Microsoft Office, and Skype
- Current clear Victorian Police Check and Working with Children Check.

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

Employee: Date: _____

Line Manager: Date: _____

APPENDIX 1 – Organisational Chart (see attached)

APPENDIX 2 - ORGANISATIONAL CHART

<p><u>Early Intervention Team Leader</u></p>	<p>The Early Intervention Team Leader oversees the integration and functioning of school support, and all MBS rebating Allied Health Practitioners (AHPs) who operate from headspace Dandenong and headspace Narre Warren.</p> <p>The Early Intervention Team will support AHP's by:</p> <ul style="list-style-type: none"> • providing leadership, advice, and decision-making on ethical issues, which are specific to working with young people • overseeing current case load lists for all AHP providers to assist in client allocation • providing consultation regarding clinical cases as required • providing on the ground support for all AHP providers • providing feedback and regular updates in regards to headspace services and programs
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Interface with rest of headspace platform	
<u>Community Linkages Team</u>	<p>The Community Linkages Team - Intake and Access team, provides initial screening and clinical assessment, care planning development, and support young people referred to headspace Dandenong and Narre warren. The Intake and Access Team is the first point of contact for young people, ages 12 – 25, who are at risk of developing, or who are showing signs of mental health/and or associated drug and alcohol problems.</p>
<u>Later Onset Team</u>	<p>The Later Onset team, will support existing clients of headspace that obtain treatment from the community linkages and early interventions stream. The Later Onset Team will be responsible for care coordination of young people diagnosed with chronic mental illnesses through completion of comprehensive assessment, case planning and delivery of evidence based therapeutic interventions.</p> <p>AHP's who identify clients requiring more than the MBS 10 session model, and who require systems support and family work can refer to the Later Onset Team.</p> <p>The Early Intervention Team Leader will assist in access and referrals pathways for clients identified by school support, GP and AHP's that require treatment with the Later Onset Team.</p>
<u>Youth Clinic</u>	<p>As one of the four core streams of headspace service delivery, within the broader Youth Health Clinic the headspace GP provides assessment, consultation and support for young people ages 12 – 25. This includes mental health, sexual health and general medicine.</p> <p>The Adolescent and Youth Health Nurse provides direct clinical service to young people and their families. This includes:</p> <ul style="list-style-type: none"> • Women's health – contraception, pregnancy, STI and pap testing, education, counselling and referral, • Lifestyle – diet, exercise, sleep hygiene, body image • Smoking cessation and drug/alcohol harm minimisation • Immunisation – general and travel • General and chronic physical health and wellbeing including education, support and referral • Mental health including medication education • Tests and screenings (including preventative health checks) • Clinical Practice and procedures

	<p>The headspace Psychiatrist provides bulk billed direct clinical services to young people between 16-25 through a GP referral. This is to assist in a thorough clinical assessment of young people over the age of 16 that can assist in diagnosis and treatment recommendations. 291 assessment requests can be completed via the headspace Youth Clinic GP or external GP's.</p> <p>headspace clinicians can provide a summary of major presenting issue (s) and recommendations based on their clinical assessment for clients they are referring to the GPs or the Adolescent and Youth Health Nurse via the Youth Health Clinic. These recommendations are to be documented in the client's file. Clinicians can also provide a verbal handover to GP's prior to appointments to clarify information summary recommendations.</p>
<p><u>Peer and Carer Support Workers</u></p>	<p>Youth Peer Support Workers and Carer Peer Support Worker are available to meet 1:1 with young people or their carers to share their lived experience and support those using headspace services. This can include:</p> <ul style="list-style-type: none"> • Advocacy • Information about headspace services • Support in linking in with other services • Sharing stories of our own journey • Develop and refine life skills such as goal setting <p>AHP's can complete the 'Peer and Carer Support' referral form for clients that may require support.</p>
<p><u>Consortium Partners / Partnerships</u></p>	<p>The Early Intervention Team Leader will develop clear client centred pathways for allocated consortium contribution partners as directed by the Clinical Lead and Centre Manager.</p>
<p><u>hyepp Program</u></p>	<p>The Early Intervention Team Leader will provide secondary consultation regarding clients that may require hyepp support and will assist in negotiating access to the hyepp program.</p>

APPENDIX 3s – KEY SELECTION CRITERIA

ATAPS Youth Mental Health Clinician (allied health practitioner - MBS)

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

- KSC1**
- Appropriate tertiary clinical qualifications and endorsement/registration (e.g.
 - Registered Psychologists, Credentialed Mental Health Nurses, Accredited Mental Health Social Workers, Accredited Mental Health Occupational Therapists)
- KSC2**
- Demonstrated clinical experience and skills in assessment and treatment in working with young people diagnosed with mental health illnesses, from a variety of clinical presentations.
- KSC3**
- An understanding of the social model of health and commitment to work within that framework
- KSC4**
- An ability to be an effective part of a multi-disciplinary health team
- KSC5**
- Excellent interpersonal skills and organizational skills including:
 - Effective written and oral communication
 - Negotiation, conflict resolution and creativity in problem solving
 - An ability to use (or learn) technological applications such as Episoft, Medical Director, Pracsoft, Microsoft Office, and Skype
 - An understanding of the Medicare Benefits Schedule within the context of complex youth health presentations
 - Current clear Victorian Police Check and Working with Children Check.