



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

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



“Building healthy and resilient people and communities”

Vacancy Information:

- Position:** *Mental Health Clinician – Open Door Clinic*
- 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, TOIL, five weeks Annual Leave, Employee Assistance Program, and supported Professional Development, which will significantly boost your overall package.*
- Status:** *Contract Position – Renewal dependent upon ongoing funding and performance*
- Closing Date:** *Friday 15th October at 5 pm*

Do you have a passion for working with young people and their families?

Do you have skills and a passion for brief therapy, with a track record working in mental health as a clinician?

Do you want to be part of an innovative service in headspace that aims to provide young people and families with timely services that meet their needs?

Then look no further; this new position in Victor Harbor headspace is for you.

We have a three day a week position available to work in our Open-Door Service at headspace.

You will be part of a dynamic multi-disciplinary team delivering services in our Open-Door Program.

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

Job description and advice on how to apply can be obtained on our website:

<https://headspace.org.au/headspace-centres/victor-harbor/>

All enquiries should be directed to suzannef@mmgpn.org.au or phone (08) 8531 2122.

Applicants are requested to send a covering letter addressing the critical selection criteria and resume to the Centre Manager, PO Box 558, Murray Bridge 5253, or email suzannef@mmgpn.org.au by **COB Friday 15th October 2021**.

***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 (MMGPN) 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 their resume and application addressing the job and person specifications and forwarded with the names of two current referees by close of business on **Friday 15th October 2021** to the Manager, Suzanna Fuzzard via email at suzannef@mmgpn.org.au.

About Us:

Established in 1995 as the **Murray Mallee Division of General Practice**, our organisation has evolved to become the **Murray Mallee General Practice Network**, a primary healthcare provider to the Country SA PHN, and other government and non-government funding bodies. Our current programs are 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. In addition, 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.



MMGPN is fully accredited under TQCSI. Our accreditation status is overseen 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 like the public sector. However, this may be different in some respects from the approach used in the private sector. This document will help you to understand our recruitment practices.

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 role based on comparing 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 job requirements 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. In addition, your application must meet 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 helpful:

- 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 understand the requirements of the role entirely. Some requirements may contain multiple conditions. Look for action verbs and conjunctions. Failure to respond to even one part of the criteria could result in the application not moving to the interview stage.
- 4) The selection criteria can be addressed in “dot point” form or paragraphs; there is no specific requirement unless otherwise stated. However, as indicated previously, the document’s quality may be advantageous, provided the content relates to the position requirements.
- 5) Follow the application instructions provided, complete any forms, and provide accurate, verifiable information. If you provided false information in your application and discovered it after being 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 much helpful information.
- 7) Check and recheck your application document, do not rely on your computer’s “spell check”. Instead, get a friend or family member to read the document.
- 8) If you are invited to an interview, you are likely one of several candidates considered suitable for the role. Therefore, the interview may involve at least three-panel members.
- 9) Interview candidates 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 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.



JOB AND PERSON SPECIFICATION

Title of Position:	Mental Health Clinician, Open Door Clinic
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 September 2021

ABOUT HEADSPACE

headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12 to 25-year-olds. **headspace** has 108 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 (including Victor Harbor) & 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 (including Victor Harbor) & Mount Barker is funded through the Country SA Primary Health Network.



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POSITION SUMMARY

The Mental Health Clinician facilitates excellence in health service delivery and clinical practice to achieve improved outcomes for clients of **headspace**. The position is responsible for coordinating our new Open Door Counselling Service and delivering brief intervention counselling sessions to young people and families attending headspace. This open-access clinic will be the first contact for clients attending/referred to **headspace**. In addition, this clinician will support other staff working in the Open-Door clinic and work alongside the whole headspace team to ensure this clinic is integrated with all programs.

The goals of the Mental Health Clinicians are to:

- Improve access to mental health care for young people who are experiencing mental health concerns and distress, aiming to ensure timely and responsive service to young people and their families through the delivery of a new open-access service; and
- Provide brief therapy counselling services to young people and their families; and
- Support all staff working within the open access service, ensuring staff feel supported and supporting the brief therapy model integrity is maintained.

JOB SPECIFICATION

Reporting/working relationships

- Reports to the headspace site Clinical Team Leader for day-to-day clinical issues and Centre Manager around operational issues.
- Provides leadership and support to Colleagues employed by **headspace** within the Open Access service.
- 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 required, for which time off in lieu of overtime may be taken.
- Current SA driver license 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



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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

WORK HEALTH & SAFETY

- The employee has a responsibility to protect their health and safety at work and co-workers & clients.
- The employee has a responsibility to abide by the organisations 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 the safety of any other person at work.



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Statement of key responsibilities and duties

- Support the development of the new innovative Open Door Counselling Service alongside the Team Leader and Centre Manager. This program will operate using a brief therapy framework, aiming to ensure young people and families are seen promptly. This program will aim to have the young person receive the most appropriate service to their needs as quickly as possible. This service is part of a new demand management strategy for **headspace** Murray Bridge (including Victor Harbor) & Mt Barker to reduce young people being placed on waiting lists for service.
- Coordinate the Open-Door Counselling Service for **headspace**, ensuring staff rostering and appointment allocation are being managed on time. This role will also provide appropriate follow-up or handover to other parts of the headspace service or external providers in a professional manner.
- Provide support to other staff participating in providing Open Door appointments.
- Participate in clinical meetings/reviews that the clinical team leader chairs.
- Liaise with other **headspace** service providers, ensuring integration across programs: core **headspace** services, complex care, and community engagement team.
- Provide assessment using **headspace** assessment tools (IAR) as required.
- Deliver brief intervention counselling services to clients and families as booked in or as a walk-in.
- Liaise with external providers as needed and provide information to referral sources, particularly schools and GP's.
- Participate in necessary data collection, case noting and administrative responsibilities.
- Assist in reporting feedback for funding bodies as needed by Centre Manager.
- Ensure that lessons of ethical and social action are shared across the organisation, and programmatic strengths and challenges are being represented at state and national levels
- Participate in and promote ongoing professional development, including annual performance reviews.
- Participate in community education and promotional strategies as directed.

Quality Assurance

The Mental Health Clinician supports the development and implementation of initiatives to foster continuous quality improvement and assurance.

- Participate in team meetings, planning activities and organisation-wide quality assurance activities.
- Represent MMGPN & headspace at local, regional, state, and national meetings and conferences as required.
- 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:

- Post-graduate experience in providing mental health assessment and services with young people and families, in particular brief interventions. A passion and a belief in brief interventions.
- 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 are 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 multi-disciplinary 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 multi-disciplinary 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 multi-disciplinary 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 consulting, liaising, and negotiating 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.



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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 service delivery with a level of autonomy.
- Proven skills in decision making, problem solving, time management and setting priorities to achieve program outcomes.

ORGANISATIONAL REQUIREMENTS

COMPLIANCE

- Be aware of and adhere to MMGPN’s policies and procedures.
- Display a commitment and passion for MMGPN Values.

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 is obligated to refer to their job and person specification along with MMGPN’s Manuals and Registers and other relevant Roles and Responsibilities statement 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