

Position Description

Be You National Clinical Senior Project Officer

Location: Any capital city in Australia

Department: headspace Schools

Level: HS6

Employment Type: Maximum Term, Full time

Approved By: Kristen Douglas

Date Approved: March 2020

Agreed By: _____

Date Agreed: _____

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

At headspace, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all headspace employees are expected to undertake their work in accordance with the headspace values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people
- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services



4. HEADSPACE VISION FOR RECONCILIATION

The headspace vision for reconciliation is an equitable Australia where the 60,000 year old cultures and continuing connection to Country of Aboriginal and Torres Strait Islander peoples are respected and celebrated. This future Australia is united by the understanding of our shared past, upholds the rights of Aboriginal and Torres Strait Islander peoples, and embraces self-determination and diversity. The headspace Reconciliation Action Plan formalises our commitment to reconciliation and to strengthening the social and emotional wellbeing of Aboriginal and Torres Strait Islander young people and communities.

5. POSITION SUMMARY

The Be You National Clinical Senior Project Officer will work under the direction of the Be You National Clinical Advisor to provide clinical leadership and guidance across the Be You National Education Initiative. headspace, as the implementation partner, will work with *beyondblue* to deliver an interactive framework of evidenced-based information, professional advice and support to primary and secondary schools. Be You through continuous professional development of educators will promote optimal social and emotional health and wellness in schools. Drawing from the experience of headspace School Support Service, Be You provides postvention support to schools following a suicide or attempted suicide, as well supporting the school community in implementing preventative strategies.

The incumbent will support the National Clinical Advisor to ensure that the clinical service provided by Be You is of consistently high quality and underpinned by robust clinical governance across all States and Territories. Adopting a continuous improvement approach, the National Clinical Senior Project Officer will support clinical aspects of the development, implementation and review of clinical resources and service documentation. This position will provide clinical supervision workforce training, and support employee wellbeing initiatives within Be You at headspace. Furthermore the position will at times be required to provide postvention and clinically related service delivery directly to schools, so as to temporally fill gaps in the State and Territory workforces and/or to support the practice growth of the workforce as required.

6. POSITION CONTEXT

The National Clinical Senior Project Officer will be a qualified and experienced mental health professional, possessing considerable knowledge in youth mental health and will facilitate evidence-based and integrated health care, with the goal of improving outcomes for young people and their families. This position calls for the ability to be able to engage, liaise and negotiate with state and territory teams and with the broader headspace service.

Reporting to the National Clinical Advisor, the National Clinical Senior Project Officer will work closely and collaboratively within the headspace Be You leadership team to support the delivery and performance of the Service. The incumbent will have regular interaction with Be You Consultants in headspace Schools and other departments within headspace National Office to support effective knowledge transfer processes.



7. KEY RESPONSIBILITIES/OUTCOMES

The National Clinical Senior Project Officer is responsible for supporting the development and review of clinical service delivery and clinical performance for Be You provided to Australian primary and secondary schools. This will include, but is not limited to, the following:

- Support the provision of high level clinical governance for national response to suicide and implementation of Be You at headspace.
- Manage projects and contribute to internal working parties that contribute to aspects of national strategic planning, continuous program development and strengthen the quality of the service.
- Provision of clinical supervision to a number of identified staff in states/territories as required.
- Support the provision of high quality and consistent clinical approaches, across Be You state/territory teams assisting with knowledge transfer and good practice.
- Support the implementation and review of Be You documentation and resources in relation to clinical policies and processes.
- Drive the development of internal policies or procedures that assist staff to implement Be You
- Contribute to national clinical data collection and reporting ensuring information is managed appropriately.
- Assist the National Clinical Advisor with clinical evaluation strategies.
- Contribute to the Be You employee wellbeing initiatives to reduce vicarious trauma and support broader wellbeing.
- Assist with the professional development of the Be You team nationally and induction of new staff as required.
- Provide postvention and clinically related service delivery directly to schools as required
- Any other duties consistent with the position where required by the National Clinical Advisor, National Operations Manager and/or National Manager.

8. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

8.1 Essential

- Approved tertiary qualifications in a relevant allied health discipline including psychology (clinical, counselling, educational, community and 4+2 or 5+1 pathways), mental health nursing, occupational therapy, social work, or counselling.
- Eligibility for membership of an appropriate professional body:
 - Psychologists, mental health nurses, and occupational therapists are required to be fully registered with the Australian Health Practitioner Regulation Agency (AHPRA)
 - Social workers are required to be eligible for full membership with the Australian Association of Social Workers (AASW)
 - Counsellors are required to be eligible for Level 3 or Level 4 membership of the Australian Counselling Association (ACA)
- Demonstrated experience in the provision of high level clinical supervision.
- Substantial experience in the provision of mental health care, including completion of risk assessments, appropriate referral and support and liaison with family and other networks



- Exceptional interpersonal skills and a proven track record in building and maintaining effective working relationships with a range of stakeholders and people from a variety of backgrounds and experiences.
- Understanding of staff professional development, clinical governance and risk frameworks.
- Strong organisational and project management skills.
- Self-motivated with an ability to work in a highly productive environment with time pressures while managing multiple tasks both independently and collaboratively as a productive team member.
- Knowledge and understanding of current health/mental health policy issues in Australia, including applicable legislation and policy relevant to young people experiencing (or at risk of) a serious mental illness.
- Advanced computer skills including word processing, spreadsheets and database applications.
- A current driver's licence (automatic) and use of a fully maintained motor vehicle with comprehensive insurance.
- Able and willing to travel at short notice, with overnight stays as required.

8.2 Desirable

- Understanding and experience in suicide prevention and awareness of the associated issues.
- Experience in delivering clinical mental health or advisory services to primary or secondary schools.
- Experience working with people from a wide range of cultures, including Aboriginal and Torres Strait Islander people and their communities.
- Demonstrated experience and understanding providing services within a National program.

9. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of headspace
- act collaboratively with all colleagues act in a safe and responsible manner at all times

