



Position Description

Clinical Team Leader

headspace Adelaide

Location: **headspace** Adelaide

Department: **headspace** Services Limited

Level: HPSS Award – HP3

Employment Type: Maximum Term, Full Time

Approved by: Greg Young

Date Approved: March 2016

Agreed by: _____

Date Agreed: _____

1. HEADSPACE PURPOSE

To build the resilience of young people and the future potential of Australia by delivering effective youth mental health services in partnership with young people, their families and their local communities.

2. HEADSPACE VALUES

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Passionate – We are dedicated to making a difference in the lives of young people and their families
- Responsive – We listen to community needs and deliver on expectations to achieve great results

3. POSITION SUMMARY

The Clinical Team Leader is a key leadership position within the **headspace** Adelaide Centre team and provides oversight to the coordination and delivery of clinical services. The Clinical Team Leader is primarily responsible for assisting, leading and coordinating the day to day functions of the Centre. The incumbent will contribute to the development of evidence-based and innovative clinical services and will promote the delivery of clinically effective, youth friendly and individually focused therapeutic interventions for young people. The Clinical Team Leader will provide clinical support and guidance to clinical staff and will play a key role in ensuring staff are provided with adequate supervision. The incumbent will also be keenly engaged in clinical and caseload reviews and will actively manage referrals and demand for clinical services.

4. POSITION CONTEXT

The Clinical Team Leader will be adept in leading a multidisciplinary team and an experienced and innovative professional with considerable knowledge and experience in mental health service delivery. The Clinical Team Leader will work collaboratively with the Youth and Community Engagement Leader and all clinicians located at **headspace** Adelaide to deliver high-quality services to young people. This position reports to the Centre Manager and works closely with external stakeholders. The incumbent will also establish and maintain working relationships with key agencies in the community to establish integrated care pathways for young people.

headspace Adelaide is operated by **headspace** Services Limited, a subsidiary of **headspace** National Youth Mental Health Foundation. **headspace** Adelaide provides young people with access to Allied Health Professionals and community supports to assist young people to access the support they need to develop and maintain the skills and confidence to live healthy and happy lives. **headspace** Adelaide also engages in community awareness and seeks to develop and implement innovative programs to improve the mental health and wellbeing of young people in the Adelaide region.

headspace centres aim to create highly accessible, youth friendly, integrated service hubs that provide evidence based interventions and support to young people aged 12–25 years. The aim is to improve outcomes for young people by addressing the major barriers for service use, and enabling better access to, and engagement in, early intervention services that provide holistic and integrated care.

5. KEY RESPONSIBILITIES/OUTCOMES

- Monitor and lead the ongoing development and improvement of clinical services.
- Provide clinical leadership, consultation and expertise to **headspace** clinicians and Private Practitioners in the delivery of specialist mental health care to young people and their families.
- Maintain high quality clinical skills through involvement in direct service delivery.
- Provide clinical case management to a discrete case load.
- Provide leadership in the development and implementation of new projects and initiatives.
- Ensure the collection of all relevant data in order to measure deliverables and continuously improve and evaluate the delivery of **headspace** Adelaide services.
- Ensure clinical staff are appropriately oriented and provided with adequate supervision, training and professional development.
- Ensure clinical review meetings occur regularly and that clinical documentation is completed appropriately.
- Manage resources and rosters in a flexible and efficient manner to effectively manage workflow and to ensure timely and responsive service delivery.

- Contribute to the vision, strategic planning and relevant policy development, for headspace Canberra and actively participate as a member of the management team.
- Contribute to organisational planning, budgeting and reporting processes.
- Liaise and work closely with Consortium members and external providers, to ensure the effective functioning of **headspace** Adelaide.
- Build and maintain effective relationships with key stakeholders involved in the provision of health, mental health and psychosocial services to young people.
- Represent the service at interagency forums.
- Model and demonstrate constructive working relationships and information exchange across the organisation.
- Other duties as consistent with the position where required and/or requested by the Centre Manager.

6. SELECTION CRITERIA

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

6.1 Essential

- Approved tertiary qualification in an allied health discipline including social work, psychology (clinical, counselling, 4+2 and 5+1 pathway), mental health nursing and occupational therapy.
- Full registration with AHPRA or eligibility for full membership with AASW.
- Advanced level of clinical skills, particularly in the delivery of psychological therapies to individuals and/or groups.
- Experience in complex clinical triage, assessment and allocation of referrals.
- Experience in service development and maintaining continuous quality improvement.
- Proven ability in the leadership of multidisciplinary teams, including the provision of clinical supervision and the facilitation of clinical review and performance management processes.
- Highly developed verbal and written communication skills; and an excellent track record in building and maintaining effective working relationships with a range of stakeholders.
- Ability to work in a highly productive environment with time pressures whilst managing multiple tasks.
- Advanced computer skills including word processing, spreadsheets, electronic recording systems and data management tools.
- Ability to work both independently and collaboratively as a productive team member.

6.2 Desirable

- Postgraduate qualification in an area related to youth mental health.
- Demonstrated experience in primary health care clinical services.
- Experience in the Not for Profit and/or public health sector.
- A broad understanding of the mental health service system in Australia.

7. 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 cognizant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times

8. OTHER ROLE REQUIREMENTS

- Appointment is subject to a current Working with Children/Police Check.
- Current driver's license and access to their own vehicle. Mileage is reimbursed by **headspace** Services Limited.
- 6 month probationary period and an Annual Performance Review and Development plan.
- Some flexibility will be required to work after hours including weekend and evening and interstate/intrastate travel may be required
- Approved qualifications and current eligibility to work in Australia