

Employee Position Description

Position Details		
Position Title: Psychologist	Department: Mental Health	Agreement: Psychologists, Dietitians, Audiologists and Pharmacists (Victorian Stand-Alone Community Health Services) Enterprise Agreement 2023-2026
Reports To: Team Leader Mental Health	Location: Based at the AccessHC clinics in Hawthorn and/or Richmond	
Direct Reports: Nil	Employment Status: Permanent Full-time	Classification: Psychologist Grade 2, year depending on experience
Position Primary Purpose		
<p>This position requires management of a caseload of clients through NDIS, MBS, Open Arms, and other Fee for Services streams of funding, delivering evidence-based short-term psychological intervention. This includes undertaking mental health assessments, developing goals and treatment plans, providing psychological interventions, either individually or within a group context, and working with parents/carers/family members and other professionals to coordinate care. This work will be supported by other clinicians in a multidisciplinary environment. Services may be delivered in person or via telehealth.</p>		
Decision Making Authority	Key Relationships	
Decisions made independent of Manager <ul style="list-style-type: none"> • As per delegation of authority 	Internal <ul style="list-style-type: none"> • Manager Mental Health • Team Leader Mental Health • Senior Clinicians in Mental Health, AOD, Intake, and headspace Teams • Mental Health and AOD Portfolio staff • GP and medical practice 	External <ul style="list-style-type: none"> • GP referrers • Community health, mental health and AOD services • Tertiary mental health services

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Direct Service Delivery	<ul style="list-style-type: none"> • Provide evidence-based psychological interventions and support, in line with relevant funding stream guidelines • Assess, monitor and manage clinical risk • Liaise with referrers and GPs in relation to reviewing and completing a Mental Health Treatment Plan (where appropriate) • Deliver individual and group sessions following evidence-based practice principles • Develop clinical practice knowledge and expertise through active learning within the team and by engaging in professional and service development activities • Deliver comprehensive participants' NDIS plan reviews in order to provide evidence of the outcomes achieved and the progress made towards participants' goals • Liaise with the NDIS coordinator in order to establish the best possible outcomes for the client. • Provide services in both face-to-face and telehealth modalities • Participate in shared care with internal and external services, including attendance at care team meetings, case coordination and clinical reviews • Work within the scope of practice defined for the role and as agreed with line manager
Partnerships and Networking	<ul style="list-style-type: none"> • Develop knowledge of and build positive links with relevant services and facilitate clients' access to these • Actively participate and work cooperatively within the multidisciplinary team and with key external stakeholders, such as other health professionals, care co-ordinators, and clients' family members, to achieve the best outcomes for the clients and their families. • Develop and maintain appropriate networks and resources to enable the referral of people to broader community services • Represent the service as required in a professional and ethical manner

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Focus Areas	Responsibilities
Quality, Safety, Reporting and Clinical Governance	<ul style="list-style-type: none"> • Participate in regular staff meetings, operational (line management) supervision and professional development • Participate in regular clinical supervision, which includes self-reflection, self-care and identification of needs • Participate in quality and service improvement activities to continually improve client care • Conduct a clinical review with all consumers at least every three months • Participate in regular line supervision, clinical review meetings and staff meetings • Inform the senior clinician or manager when duty of care or risk issues arise • Seek support and debriefing as required and follow up challenging or concerning issues with senior staff member or manager • Record clinical notes, client contacts and outcome measures in electronic databases and reporting systems as required • Ensure all legislative requirements (including those relating to mandatory reporting) are followed, and all clinical and OH&S incidents/hazards are accurately and promptly reported in the VHIMS Central database • Ensure all procedures and policies are followed to support safe and effective service delivery (including occupational health and safety standards) and participate in quality improvement where required • Maintain registration with relevant professional body/s (AHPRA) and ensure all registration requirements are met • Maintain a professional code of conduct (including the Child Safety Code of Conduct) and participate in ongoing professional development in accordance with annual work plans

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Key Accountabilities	
Focus Areas	Responsibilities
Program Evaluation and Team Participation	<ul style="list-style-type: none"> • Ensure that service targets and KPIs are met • Collect and share relevant information about consumers in compliance with relevant legislation and program guidelines • Participate in other program development and project work as required • Contribute to the team and participate in a supportive team culture • Contribute to the planning, monitoring and evaluation of the services at AccessHC • Represent the service as required in a professional and ethical manner
AccessHC Values	<p>Through actions and behaviour, demonstrate the AccessHC values of:</p> <ul style="list-style-type: none"> • Equity • Collaboration • Innovation • Respect • Quality
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC’s policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service. • Ability to make a contribution towards effective risk management. ▪ Take personal responsibility for the quality and safety of work undertaken.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. ▪ Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct.

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Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check • Working With Children Check • NDIS Worker Screening Check • Driver's Licence <p>Key Criteria Selection items</p> <ul style="list-style-type: none"> • Current registration with AHPRA as a psychologist • Endorsement in clinical psychology (desired) • Demonstrated experience in mental health assessment, formulation and therapeutic interventions • Experienced in a range of evidence-based psychological therapies, such as CBT, ACT, mindfulness, family therapy, play therapy or solution-focused therapy • Demonstrated experience and training in clinical risk assessments and implementing risk management plans with consumers 	<p>Attributes</p> <ul style="list-style-type: none"> • Possess an empathic, innovative and professional therapeutic style • Excellent organisation, time management and problem-solving skills • Ability to work autonomously, manage own case load and calendar, make decisions, organise workload, set priorities and meet deadlines. • Ability to work creatively and safely with consumers from diverse backgrounds, including LGBTIQ, CALD and Aboriginal and Torres Strait Islanders • Ability to work independently and as part of a multi-disciplinary team • Ability to organise workload, set priorities and meet performance targets and deadlines • Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint) • Willingness to expand your current skillset to meet the needs of the service
<p>Access Health and Community (AccessHC) is a child safe organisation that values inclusivity and diversity, encouraging applications from people with disabilities, those with lived experience of mental health or AOD challenges, and individuals of diverse genders and sexualities.</p> <p>In line with our intent for inclusion and equality, we strongly encourage applicants from Indigenous Australians. AccessHC's commitment to our Reflect Reconciliation Action Plan seeks to understand and acknowledge histories and support cultural expression in the workplace.</p> <p>We are a vaccine-positive organization. Successful applicants will undergo a Working with Children Check, Police Check, and possibly an International Check.</p>	

Authorisations	
<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Staff Name:</p> <p>Signature: _____</p> <p>Date: / /</p>