

Employee Position Description

Position Details		
Position Title: Intake and Brief Intervention Clinician	Department: Mental Health and AOD	Agreement: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017-2021
Reports To: Team Leader- Intake	Location: headspace Malvern	
Direct Reports: Nil	Employment Status: Perm Part-time 0.8 EFT	Classification: Social Worker Level 4, Paypoint dependent on experience
Position Primary Purpose		
<p>The Intake and Brief Intervention Clinician will provide a welcoming first point of contact for young people and their family/friends seeking support at headspace Malvern. The focus of the Intake & Brief Intervention Clinician Role is to conduct intake/duty, assessments, Single Session and brief intervention for young people referred to the service. Initial assessment focuses on engagement and gathering information in relation to the young person's presenting concerns, advocating and assisting with referrals to the most appropriate supports. The Intake and Brief Intervention Clinician, as part of the Intake Team, will assist in managing duty phone calls, service enquiries, screening new referrals and scheduling Single Session and intake appointments. These tasks are undertaken using a trauma-informed, family inclusive approach in accordance with headspace practice principles.</p> <p>Ongoing support by way of brief intervention may be provided to young people in the form of short-term supportive counselling or single session therapy. The role will also involve liaising with a young person and/or their family members, friends, schools, external services and other professionals to help inform their care plan.</p> <p>This role may also involve some after hours and off-site work. Services will be delivered by combination of face-to-face and telehealth.</p>		

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.

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Decision Making Authority	Key Relationships
Decisions made independent of Manager <ul style="list-style-type: none"> As per AccessHC Delegation of Authority 	Internal <ul style="list-style-type: none"> headspace Hawthorn and Malvern teams AccessHC Mental health, AOD and Mental Health and Wellbeing Connect teams headspace Youth Advisory Group External <ul style="list-style-type: none"> Families and friends headspace Hawthorn & Malvern Consortium partners headspace National and other Centres Community agencies, schools/universities, Child Protection, youth services and other relevant agencies GPs and other health professionals Tertiary mental health services

Key Accountabilities	
Focus Areas	Responsibilities
Direct Service Delivery: Evidence-Informed Intake, Assessment and Brief Intervention	<ul style="list-style-type: none"> Respond to all new referrals and ‘duty calls’ from young people, families, friends and referrers Engage with young people and families/friends with a welcoming and hopeful approach to ensure a positive experience at headspace Hawthorn Conduct initial intake and risk assessments to ascertain the most appropriate support options for the young person, including safety planning for young people identified as being at risk In line with the EMHSCA (Eastern Mental Health Service Coordination Alliance) Share Care Protocol, ensure that young people are able to participate in collaborative shared care, which includes (but not limited to): participation in care team meetings, development of collaborative care plans, sharing information with care team members and involving their family/friends in their care plan where appropriate Provide a ‘no wrong door’ response to all young people presenting for support, including (but not limited to) working in a dual-diagnosis framework and effectively screening and responding to young people with mental health, alcohol and other drug and other co-occurring issues Conduct psychosocial assessments

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Provide brief intervention, short-term counselling/case management and single session therapy using evidence-informed practice for young people where clinically appropriate and within scope of practice
Networks, Liaison and Partnerships	<ul style="list-style-type: none"> • Actively participate and work cooperatively within the multidisciplinary team, collaborative partner organisations and with young people, family/friends, referrers and other stakeholders • Develop and maintain appropriate networks and resources to enable the referral of young people to broader community services • Provide secondary consultation and information sessions to the community as required • Encourage links, participation and on-going involvement between young people and their extended networks • Work within a systemic framework including providing psychoeducation to support systems/families so the young person can be supported in their environment • Represent headspace Malvern and AccessHC on relevant networks and committees as required in a professional and respectful manner
Quality, Reporting and Clinical Governance	<ul style="list-style-type: none"> • Participate in regular clinical and operational (line management) supervision as directed by the Manager • Participate in team meetings, intake and case review meetings • Develop practice knowledge and expertise through active learning within the team, and by engaging in professional and service development activities, as outlined in the Individual Workplan and negotiated with the Manager • Ensure clinical files are maintained to a high standard and in a timely manner to facilitate good clinical management and accountability • Ensure all occasions of service, clinical outcomes and other reporting requirements are documented within required timeframes to a high standard • Comply with data collection standards, including use of HAPI • Participate in quality and service improvement activities to continually improve care, including service accreditation and the headspace Model Integrity Framework (hMIF) audits
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC values of: <ul style="list-style-type: none"> ○ Equity ○ Collaboration ○ Respect ○ Quality

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> ○ Innovation
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct, including the Child Safety Code of Conduct and the MARAM Family Violence framework • Deliver services in accordance with the headspace National framework and the headspace Clinical Practice Manual • Maintain updated and valid credentials in accordance with relevant legislation, professional body, registration and industry requirements as applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service • Other relevant duties as negotiated with management
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.

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Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check if lived overseas in the last 12 month 10 years • Working with Children Check • Driver's Licence - preferred <p>Key selection criteria items</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications in psychology, social work, mental health, alcohol and other drugs, or youth work • Demonstrated experience working in youth mental health, alcohol and other drugs, community or similar health services (minimum two years' experience is preferred) • Experience and qualifications in brief intervention • Experience and recognised training in clinical risk assessment and management (including suicide risk assessment) • Proficiency in Microsoft Office and relevant software applications 	<p>Attributes</p> <ul style="list-style-type: none"> • An approach that aligns with trauma-informed care principles of welcome, hope and empathy when working with young people and their family/friends • Genuine interest, passion and skill working with young people aged 12-25 years and their family • Strong communication and interpersonal skills • Effective time management and prioritisation skills • Good knowledge and understanding of the youth mental health and related services sector • Demonstrated ability to work creatively and respectfully with young people from a diverse range of social, cultural and ethnic backgrounds, including LGBTIQA+, culturally and linguistically diverse, and Aboriginal and Torres Strait Islander communities • Demonstrated ability to work independently and in a team environment • Demonstrated behaviours consistent with AccessHC values
<p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices.</p>	

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

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