

Psychologist Position Description



Position title	Psychologist
Department	Client Services
Reporting Manager	Psychology Team Manager
Direct Reports	Nil
Date prepared	03/04/2024

Position Summary

The purpose of the Psychologist role at Learning Links is to provide comprehensive psychological support within our centres and partner schools. This includes conducting standardised assessments, offering counselling sessions, and facilitating evidence-based group programs. The Psychologist role also provides support to parents and professionals through the delivery of parent programs, workshops, and webinars as necessary.

The position will deliver services of the highest quality, grounded in evidence-based practices, to effectively impact the outcomes of children. By doing so, we strive to break the cycle of disadvantage for those who struggle with learning difficulties. This role plays a crucial part in enhancing educational outcomes for clients by leveraging clinical expertise and integrating psychological knowledge to guide client care pathways.

As a member of the Client Services team at Learning Links, the holder of this role lives the organisational values of excellence, integrity, collaboration, and empowerment, and contributes to a culture of trust, transparency, high performance, innovation, and care for the team.

Responsibilities and Duties

Psychologists deliver high quality services in our service centres and our partner schools in the following areas:-

Assessment and Diagnosis

- Conduct psychological assessments of children and adolescents to identify learning, emotional, and behavioural concerns.
- Complete clinical interviews and administer standardised tests and interpret results to diagnose e.g. intellectual disability, specific learning disorder, AD/HD, ASD etc.
- Prepare detailed assessment reports within specified timeframes
- Maintain accurate and confidential records of all client interactions.

Support Office

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learninglinks.org.au

ABN 71 097 577 636

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Psychological support/ counselling

- Develop and implement individualised intervention plans for clients.
- Provide counselling and therapeutic support to clients experiencing emotional or behavioural difficulties.
- Prepare intervention plans and document progress for clients including providing reports to third parties in a timely manner.
- Maintain accurate and confidential records of all client interactions and update booking statuses.
- Evaluate the effectiveness of psychological support and make data-driven recommendations for improvement.
- Adhere to the cancellation policy at all times for all clients.

Collaboration

- Work with parents/ carers to achieve best treatment outcomes for the client.
- Engage in Learning Links multidisciplinary teams to support all our clients.
- Work collaboratively with teachers/ support staff when delivering services in the school environment.

Group Program Implementation

- Deliver evidence-based programs to address issues such as anxiety and social skill development.
- Deliver parenting programs.
- Maintain accurate and confidential records of all client interactions.
- Evaluate the effectiveness of programs and make data-driven recommendations for improvement.
- Ensure all funding reporting requirements are met including but not limited to completing booking statuses, giving relevant program feedback, submitting pre and post testing scores and assessments.

Training and Professional Development

- Attend Psychology team meetings and professional development days
- Provide training and workshops for other professionals on topics related to psychology.
- Stay updated with current research and developments in psychology and apply this knowledge to practice.

Compliance and Ethical Practice

- Adhere to APS ethical guidelines and compliance with AHPRA and seek support and supervision to maintain appropriate levels of clinical competence all areas of practice.
- Ensure compliance with legislative and policy requirements related psychological services.
- Exercise judgement in decision-making, take responsibility for decisions, and act with care and skill, while taking into account the needs of the client.
- Take steps to establish and maintain clear professional boundaries with all parties, including clients, parents, carers, support workers, external organisations, other professionals, and colleagues.

Crisis Management and Support

We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands, waterways and skies across Australia. We thank Aboriginal and Torres Strait Islander peoples for sharing and caring for the land on which we live, work, learn and play. We pay our respects to Elders past, present and future

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- Provide immediate support and intervention in crisis situations affecting clients of Learning Links. Refer to appropriate services as needed.
- Develop and implement crisis management plans and support systems.

Team participation

- Be an effective member of the Psychology team and collaborator with your colleagues
- Participate and contribute to with energy, ideas, focus and respect.
- Adopt a learning and growth mind-set with an eagerness to learn new things and grow.
- Encourage open and transparent communication and invites feedback and input from others.
- Attend Professional Development days and Team meetings and contribute to assist in continuous improvement.

Other duties

- Manage and maintain the highest standard of confidentiality, privacy, and security in managing client records, IT systems and operational requirements as a healthcare provider including NDIS and Medicare compliance.
- Support a zero incident and injury culture and report and act on any issues in line with policies and legal requirements.
- Utilise project planning, organisational, and time management skills to deliver on agreed expectations, and to coordinate and prioritise competing priorities.

Key Performance Indicators

- Completion of risk assessments with all clients within 1 working day
- Completion of intervention Plans with all NDIS clients
- Completion of clinical notes within 1 business day.
- Completion of assessment reports and feedback provided within 4 weeks.
- Completion of data as requested within 1 business day.
- Response to verbal/ oral requests within 2 working days.
- Completion of compliance packs by specified due date.
- Complaints in relation to clinical quality are kept to a minimum and quickly resolved.
- Attendance at Psychology Team Meetings and Professional Development Days- at minimum twice per calendar year
- Cancellation policy is adhered to at all times.
- Leave entitlements policy and procedure is adhered to at all times.

Relationships

- Psychology Leadership team
- Psychologists/ Provisional psychologists
- Clients and families
- Other departments internally – Customer Care, Intake

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Qualifications, Skills and Experience

- Registered Psychologist with AHPRA
- A demonstrated ability to work with a high level of professionalism, empathy and confidentiality.
- Advanced communication, multi-tasking, troubleshooting, time management and prioritisation skills.
- Demonstrated ability to deliver psychological support and assessments to children, adolescents and their families.
- Highly motivated and takes initiative to achieve outcomes.
- Demonstrated ability to work effectively both autonomously and as a member of a team.
- Willingness to travel with a current driver's license and access to a comprehensively insured vehicle.

Physical Requirements

- Must be able to undertake regular travel in the car
- Physical ability and range of motion including ability to be sitting, standing, walking, squatting, kneeling, bending, twisting, gripping, and climbing stairs.

Learning Links Vision, Mission and Values

Our vision

To create a community where difficulties learning are no longer a barrier to a fulfilling life.

Our mission

To provide children and young people who have difficulties learning with the skills, services and family support that will enable them to realise their potential.

Our values

- Empowerment: we are resourceful, accountable, and proactive, using our initiative to achieve positive change and outcomes.
- Collaboration: we value teamwork and the strength that comes from diversity and from joining forces to make a difference.
- Excellence: we are professional, competent, and driven, striving always to be the best we can be, in everything we do.
- Integrity: we are always reliable and dependable, guided by our moral compass.

Document Control

Completed by: Executive Manager, Psychology

Date: 3/4/2024

Reviewed by: Chief Operations Officer

Date: 20/5/2024

Version: 1.0

Employee sign off and acceptance

Note: completed digitally in e-Recruitment system

I have read, understand, and accept the expectations of this position description.

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The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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