

## Position Description

### Senior Mental Health Clinician




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<b>Location</b>	<b>headspace</b> satellite location Whitsundays
<b>Department</b>	Clinical Services
<b>Classification</b>	Health Professional and Support Services Award, HP 3.3 – 3.5
<b>Hours</b>	Part time, 22.8 hours per week (0.6 FTE)
<b>Term</b>	Fixed term in accordance with funding agreements
<b>Direct Employer</b>	Northern Australia Primary Health Ltd

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#### POSITION SUMMARY

The objective of the position is to provide high level clinical services and leadership to the **headspace** team through the **headspace** service model, and advanced clinical services to young people and their families and friends. In line with Northern Australia Primary Health Limited (NAPHL) objectives and the **headspace** model of service delivery, the Senior Mental Health Clinician – **headspace** will:

- Provide high level clinical services to young people and their families attending headspace Whitsundays.
- Provide clinical leadership and supervision to headspace mental health clinicians, ensuring that day to day service delivery is safe and effectively meeting the needs of young people.
- Promote evidence-based clinical practice and demonstrate active leadership in the clinical decision-making process regarding the care provided to clients.
- Provide clinical consultation to team members and assure professional and ethical standards of clinical services delivered
- Provide the onsite point of clinical and risk and safety escalation for the Whitsundays satellite site, reporting to the Clinical Lead headspace Mackay who is the primary point of clinical and risk and safety escalation for the Whitsundays satellite.

The position of Senior Mental Health Clinician, **headspace** reports to the Clinical Lead **headspace** Mackay. The Senior Mental Health Clinician is based in Proserpine.

A **headspace** centre operates in accordance with the **headspace** Centre Service Model and provides all four core streams of service; including Mental Health, Physical and Sexual Health, Alcohol and other drugs and Vocational and Educational support. A **headspace** satellite provides a minimum of 3 of the 4 core streams and is linked to a parent **headspace** centre. **headspace** Sarina and **headspace** Whitsundays are satellites of **headspace** Mackay and operates under the guidance and support of **headspace** Mackay. The Senior Mental Health Clinician will work closely with the **headspace** Mackay staff and **headspace** Whitsunday staff to provide the best outcomes for young people and their communities

To find out more about **headspace** visit <http://headspace.org.au/>.

## KEY RESPONSIBILITIES

### Key Deliverables

- Provide clinical services in accordance with the headspace model and utilising evidence-based practice.
- Maintain case records, in the agreed format and within expected timeframes that clearly document activities undertaken and ensure all documentation is comprehensive, factual and complies with relevant legislation, professional guidelines and organisational policies.
- Work closely with Clinical Lead headspace Mackay in managing referrals, intake, waiting lists and case allocations and collaborating with the Centre Manager Mackay in regards to issues that may arise regarding effective service delivering.
- Supervise the delivery of clinical services by mental health professionals and provide expert clinical care for clients with a range of mental health presentations.
- Provide clinical support, leadership, mentoring, and decision-making on ethical issues to other headspace satellite staff.
- Work collaboratively with headspace Mackay Manager, Clinical lead and staff to facilitate and assist with events, promotions and progress across both sites.
- Demonstrate familiarity with ethical standards and show clinical awareness of available support in areas such as forensic and legal topics, mandatory reporting of abuse, confidentiality, managing risk, supporting young people in the midst of crises and distress), safety issues and the underpinning legislative requirements in Queensland.
- Actively contribute and participate towards mental health clinical leadership through ongoing evaluation, development and quality improvement of the headspace services to ensure compliance and continued positive outcomes according to the headspace model in alignment with headspace National Model Integrity Framework, Trademark license deed and NAPHL Mental Health policies and procedures.
- Participate in clinical and case review meetings and intake meetings, risk management meetings, across the headspace Mackay, headspace Sarina and headspace Whitsundays services to manage referrals and the allocation of young people.
- Build and maintain effective relationships with key stakeholders involved in the provision of health, mental health and psychosocial services to young people.
- Ensure the collection of all relevant data in order to measure deliverables and continuously improve and evaluate the delivery of services at the headspace centre.

### General

- Participate in the development of youth mental health policies and procedures as required.
- Build and maintain effective relationships with key stakeholders involved in the provision of health, mental health and psychosocial services to young people.
- Participate in relevant training and development activities as an effective team member.
- Model and demonstrate constructive working relationships and information exchange across the organisation.
- Other duties consistent with the position where required and/or requested by management from time to time.

## RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent **headspace** to the public, community, government and other organisations.

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<b>Reports To</b>	Clinical Lead headspace 1 FTE
<b>Direct Reports</b>	None
<b>Indirect Reports</b>	3
<b>Internal Relationships</b>	<b>headspace Sarina, headspace Mackay and headspace Whitsunday staff</b> <b>Northern Australia Primary Health Ltd</b> Youth advisers/reference group members
<b>External Relationships</b>	<b>headspace</b> National Office staff Staff from other <b>headspace</b> centres Consortium and steering committee partner organisations and staff who are delivering services to the Whitsundays Local youth, health and community service providers and staff Government departments, ministers and staff Young people and their family and friends that access the centre Other external partners, vendors, providers and key stakeholders

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## SELECTION CRITERIA

### Qualifications and Registrations

#### Essential

- Professional registration
- Current registration as a Health Practitioner with AHPRA, or a Social Worker with current registration with AASW.
- Degree level qualifications in professional counselling or a social work or psychology discipline.

#### Desirable

- Possess ability to obtain a Medicare Provider number and/ or Mental Health Accreditation to maintain eligibility to provide headspace services

### Experience

#### Essential

- Minimum five years of experience working as a qualified psychologist or social worker.
- Experience and solid knowledge of the National Standards for Mental Health Services and the ability to supervise new graduate practitioners towards independent mental health practice.
- Knowledge of and experience working within the Family Systems Theory and the delivery of systemically informed care to children and young persons and their families.
- Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders.

#### Desirable

- Significant experience in evidence-based treatment of mental disorders in children, young people, including in groups, working with young people at risk of harm, perinatal mental health, and working with indigenous families.
- Experience working in the not for profit/non-government sector.
- Experience working in the Australian public health sector.
- Experience working in the youth and/or mental health sector.

## Knowledge and Skills

### Essential

- Knowledge of adolescent (12-25 years) development and clinical experience working with children and young people at risk of developing or having mild to moderate mental health issues and their families.
- Skills and competence at completing bio-psycho-social assessments for clients experiencing mental issues/disorders; knowledge, skills and experience in the delivery of a range of treatments relevant to these young people
- Analytical, problem solving and strategic planning skills, including the ability to provide constructive information, education and advice on clinical issues to professionals, team members and the public.
- Demonstrated ability to supervise post-graduate clinical students in a mental health profession.
- Exceptional interpersonal skills with the ability to work with a diverse range of people.
- The ability to work independently with limited supervision.
- Highly developed verbal and written communication skills.
- Excellent organisational and time management skills.
- Ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.
- Advanced computer skills including word processing, spreadsheets and database applications.
- Ability to work both independently and collaboratively as a productive team member.

### Desirable

- Knowledge of child development (0-12 years).
- Advanced clinical skills in managing young people at risk, including young people in the midst of a crisis and distress.
- Culturally sensitive practice – including experience working with young people from culturally and linguistically diverse (CALD) backgrounds, including but not limited to Aboriginal, South Sea and Torres Strait Islander people.
- A broad understanding of the mental health service system in Australia.
- A broad understanding of the primary care health system in Australia.
- A broad understanding of the challenges and experiences of young people in Australia, including specific community factors.

## Personal Attributes

- High attention to detail.
- Ability to relate to and work effectively with young people.
- High levels of professionalism, confidentiality and discretion.
- Positive and collaborative team player.
- Self-awareness and an aptitude for personal improvement.
- Ability and commitment to continuous learning.
- Approaches tasks with a positive attitude.
- Strong work ethic.
- Self-motivated and demonstrates initiative.
- Adaptability and flexibility to changing work environments and requirements.
- Reliable and results focussed.
- Ability to think creatively and develop innovative solutions to problems.

## Immunisations

All consumer facing staff working in service delivery are encouraged to be vaccinated as per the list below.

- Adult Diphtheria and Tetanus (ADT)
- Hepatitis A & B
- Measles, mumps and rubella (MMR)
- Pertussis (Whooping cough)
- Varicella (Chickenpox)
- Pulmonary Tuberculosis (TB)
- Annual Influenza
- COVID - 19

## WORKPLACE POLICIES AND PRACTICES

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

It is expected that at all times employees and contractors will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Support the **headspace** vision and objectives and demonstrate the values of **headspace**.
- Take reasonable care for their own health and safety, and that of others in the workplace.

The position holder must also:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Maintain a current disability worker screening check.
- Undergo a current and satisfactory Police Check.
- Maintain a current driver's license, and have access to their own vehicle.
- Maintain eligibility to work in Australia.
- Participate in a 6 month probationary period.
- Participate in annual individual performance reviews and professional development planning.
- Have some flexibility to travel, and work after hours (including weekends & evenings)

Physical Requirements					
ACTIVITY	Never	Rarely <5%	Occasionally 6-15%	Frequently 16-50%	Constantly >50%
Sitting (Remaining in the normal seated position)					x
Standing (Remaining on one's feet in an upright position at a workstation without moving about)			x		
Walking			x		
Ability to change position regularly (e.g. from sitting to standing)				x	
Bending/Squatting/Kneeling/Stooping		x			
Lifting – up to 5kg		x			
Lifting – 6 to 10kg		x			
Lifting – 11 to 15kg		x			
Lifting – greater than 15kg		x			
Lift and/or carry awkward sized loads		x			
Push/Pull loads (trolleys etc.) – up to 50kg		x			
Push/Pull loads (trolleys etc.) - > 50kg		x			
Work with arms above shoulder height		x			
Work in awkward and/or constrained postures		x			
Climb ladders	x				
Use stairs		x			
Drive vehicles (cars, buggies etc.)		x			
Computer or other Visual Display Device					x
Repetitive Movements of the Hands or Arms					x
Firm Grasping (of objects, tools or controls)		x			
<b>Please note:</b> for assistance with determining the physical requirements of the role, please contact our workplace health and safety officer.					

## Corporate Responsibilities

- Compliance with NAPHL’s Code of Conduct, policies and procedures.
- Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with NAPHL activities or have a detrimental effect on the performance of the employee.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.
- Conduct all business transactions in an ethical, friendly, efficient, and professional manner.
- Provision of quality customer service.

## Workplace Health & Safety Responsibilities

### *As an Employee:*

- Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Work Health & Safety Act 2012 and the Occupational Health and Safety Act 2004. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment. Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Adhere to all training instructions and standard work procedures.
- Ensure that any incidents, accidents, or near-misses are reported to your supervisor or Manager.
- Use machinery and equipment (including personal protective equipment-PPE) only in accordance with the procedures and training provided to you.
- Be familiar with evacuation and emergency procedures and the location of first aid and fire equipment.
- Be responsible for and considerate of your own health and safety and that of others in the workplace.

### *As a Manager or Supervisor:*

- Set an example for fellow employees to follow by implementing the ideas of workplace health and safety in your department.
- Control the operation of your department by developing safe work procedures and setting guidelines.
- Discuss the safety aspects of all operations with your employees and the importance of workplace health and safety.
- Ensure that safety is included in all employee departmental inductions and job training sessions.
- Ensure that every employee required to undertake any task has adequate job training and safety instructions given and recorded and that standard work procedures are adhered to.
- Investigate all incidents to determine causes and what corrective action is required to prevent recurrence.
- Instruct employees in the safe use of personal protective equipment issued.
- Ensure that first aid locations, fire protection equipment, evacuation procedure and other emergency procedures are made known to all team members under your control.
- Ensure all equipment tests and inspections are complied with as required by law.

This position description is subject to change from time to time as NAPHL’s organisation may be developed or restructured. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

**Approved By**

Carmen Davey, Centre Manager Mackay

**Date Approved**

April 2021