

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: MENTAL HEALTH CLINICIAN

Name:		PO Box 1121 Bendigo Central Victoria 3552
Position number:		
Award/Agreement:	In accordance with qualifications	Central Site: Ph: (03) 5448 1600 Fax: (03) 5448 1699
Classification:	Dependent upon qualifications and experience	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5434 4355
Site:	Kangaroo Flat however the position may work from any Bendigo based BCHS site as negotiated	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5430 0544
Hours per fortnight:	76.0 hours per fortnight (negotiable)	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Tenure:	Twelve months fixed term	
Position description developed:	March 2018	
Responsible to:	Team Manager - Counselling and Mental Health Programs Manager - headspace	

1. Position Role

The role of the position is:

1. This position will work closely with Bendigo Community Health Services (BCHS) and headspace staff, in collaboration with the General Practitioners to provide high quality clinical mental health assessment and care coordination of consumers with a complex mental illness. This will be under the guidance of a credentialed Mental Health Nurse.
2. The primary focus of the role is to provide clinical coordinated care for consumers in direct collaboration with other health professionals and services.

2. Position Responsibilities

The responsibilities of the position are:

1. Provide clinical assessment, clinical care coordination and other interventions to consumers who are experiencing complex mental health concerns.
2. Participate in care plan development, case coordination and case conferencing as a member of the team.
3. Develop Care plans, coordinate care to other services when required and utilise a stepped care approach.
4. Contribute to service integration, team development and BCHS goals.

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5. Maintain clear and accurate records that support BCHS performance accountabilities, these may include targets, budgets, reports and/or reviews.
6. Protect and maintain consumer confidentiality.
7. Able to work autonomously.

3. The Role of the Team

The primary focus of the Mental Health Programs team at BCHS and headspace is to support the health and well-being of consumers through services and linkages, improve community awareness and understanding of issues and the impact on their mental health, lead coordinated care and referral pathways internally and externally across a range multidisciplinary services.

4. Key Selection Criteria

4.1 Essential

1. Approved tertiary qualifications in a relevant discipline (Occupational Therapy, Social Work, Nursing, Psychology)
2. Current registration with the Australian Health Practitioner Regulation Authority (AHPRA) or membership or eligibility for membership of the relevant professional association.
3. Relevant mental health accreditation, enabling the provision of therapeutic services funded under Medicare and Primary Health Network (PTS, Mental Health Plans, Better Access Programs).
4. Demonstrated experience in leading a comprehensive and integrated care coordination and the ability to work independently.
5. Ability to develop care plans, coordinate care with other services and advocate for consumer needs.
6. Strong knowledge of services available for consumers in the City of Greater Bendigo who have a mental illness.
7. Demonstrated experience in utilising a stepped model of care approach and solution focused care.
8. Demonstrated ability to work as a member of a multidisciplinary team working with consumers with a mental illness.
9. Strong interpersonal skills and communication skills demonstrating a capacity to build and maintain relationships with diverse stakeholder groups in achieving collaborative outcomes.
10. Ability to accurately record and document information and to collect and collate data within given timeframes and in keeping with legal, ethical and professional standards.
11. A current Working with Children Check.

4.2 Desirable

1. Demonstrable understanding of strategies and frameworks used in the provision of counselling and a commitment to continued development of core skills and extend learning.
2. Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
3. Intermediate to high level skills in Microsoft Office programs.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

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6. Staff Review and Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

6.1 Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Engage in supervision for self-reflection.

6.2 Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' and headspace Vision, Values and Strategic Directions.

6.3 Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery to at least the minimum level required by the funder.
- Demonstrate positive outcomes for consumers through your intervention.
- Show evidence of an integrated service delivery approach for consumers.

6.6 Diversity and Culture:

BCHS and headspace treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

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6.7 Child Safety

BCHS and headspace values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

7. Other Essential Requirements

Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that “Quality is everyone’s business, safety is my responsibility”

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Kim Sykes
Chief Executive Officer

Date:/...../.....

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Agreed: Mental Health Clinician

Date:/...../.....