

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: MENTAL HEALTH CLINICIAN

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| Name: | | PO Box 1121 Bendigo Central Victoria 3552 |
| Position number: | | |
| Award/Agreement: | In accordance with qualifications | Central Site: Ph: (03) 5448 1600 Fax: (03) 5441 4200 |
| Classification: | Dependent upon qualifications and experience | Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5441 4200 |
| Site: | All Bendigo based BCHS sites including outreach to Heathcote | Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5441 4200 |
| Hours per fortnight: | 76.0 hours per fortnight (negotiable) | Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101 |
| Tenure: | Ongoing | |
| Position description developed: | October 2018 | |
| Responsible to: | Team Manager - Counselling and Mental Health Programs | |

1. Position Role

The role of the position is:

- Provide individual and group counselling services to a range of consumers aged 18 years and above including those from diverse backgrounds.
- Facilitate information and education groups.
- Regularly engage in the intake process that includes a comprehensive risk assessment to gauge the need for referral or presentation to the counselling triage meeting.
- Provide an integrated practice model that has service providers, internal and external to BCHS, supporting an inclusive, comprehensive and equitable intervention for consumers.
- Contribute to the provision of counselling services including Psychological Treatment Services (PTS), Refugee Torture and Trauma Counselling and BCHS Employee Assistance Program (EAP) as well as generalist counselling consumers as required.

2. Position Responsibilities

The responsibilities of the position are:

- Provide counselling services through a range of psychosocial interventions.
- Develop case plans in consultation with the consumers/s.
- Work at any/all sites BCHS utilises for the convenience of the consumers.
- Participate in group and/or individual clinical supervision and commit to critical reflection and discussion of values and ethical conduct.
- Participate in line management supervision and discussion of all consumers including those that present a risk to self, counsellors and or organisation.

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- Accurately record and document consumer and administrative information and collect and collate data within given timeframes.
- Contribute to service integration, team development and BCHS strategic directions.
- Undertake responsibilities of the position adhering to:
 - a. Professional standards, relevant legislation and Occupational Health and Safety Legislation and requirements.
 - b. Working within current equity and access legislation/standards inclusive of all abilities, cultures, genders, sexuality, age and faith.
- Perform other duties as directed that are within the limits of the staff member's skill, competence and training and the scope of the staff member's award/agreement classification.

3. The Role of the Team

The Counselling and Mental Health Programs team provides a range of services including Generalist Counselling, Culturally Sensitive Counselling, Primary Mental Health Clinical Care Coordination (CCC's), Access to Allied Psychological Services (ATAPS), Psychological Treatment Services (PTS) and Employee Assistance Programs (EAP). The service delivery includes assessment, individual and group therapy, case reviews, consumer referral, educational programs, service liaison, consumer advocacy and other tasks as identified to address consumer needs.

4. Key Selection Criteria

4.1 Essential

1. Tertiary qualifications in a relevant discipline.
2. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) or Australian Association of Social Workers (AASW) with Mental Health Accreditation or a willingness to work towards Mental Health accreditation or registration with other relevant professional association.
3. Demonstrated experience in successfully delivering a range of evidence-based interventions including individual counselling and group interventions.
4. Highly developed assessment and engagement skills.
5. Ability to manage a complex case load and provide demand management function (with support) as required.
6. Ability to work within a short to medium term treatment service model.
7. Personal commitment to promoting equality, diversity and human rights in all aspects of service delivery.
8. Demonstrated understanding of and ability to maintain accurate and confidential records utilising electronic Consumer Management Systems as well as accurately recording targets and associated compliance documentation.
9. Excellent interpersonal and communication (verbal and written) skills.
10. Demonstrated ability to work as a member of a multidisciplinary team.
11. A current Driver's Licence.
12. A current Working with Children Check.

4.2 Desirable

1. Demonstrated experience building relationships and partnerships with other services and programs to optimise consumer outcomes.
2. Intermediate to high level skills in Microsoft Office programs.

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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.

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.

6.2 Communication and Team Work:

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

- 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' 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 counselling and group work with demonstrated positive outcomes for consumers. through comprehensive assessments, case planning and clinical reviews.

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- Show evidence of an integrated service delivery approach for consumers.
- A commitment to professional development and attendance at all provided supervision is required.

6.6 Diversity and Culture:

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

6.7 Child Safety:

BCHS 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:/...../.....