

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: MENTAL HEALTH CLINICIAN

<b>Name:</b>		P.O. Box 1121 Bendigo Central Victoria 3552
<b>Position number:</b>		
<b>Award:</b>	Relevant to qualifications	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5448 1699
<b>Classification:</b>	Dependent upon qualifications and experience	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5434 4355
<b>Site:</b>	headspace 78 - 80 Pall Mall Bendigo	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5430 0544
<b>Hours per fortnight:</b>	76.0 hours per fortnight	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Twelve months fixed term	
<b>Position description developed:</b>	January 2017	
<b>Responsible to:</b>	Jenny Singe, Program/Clinical Manager - headspace	

#### 1. Position Role

1. The position sits within the headspace Bendigo Program.
2. This position will work closely with other headspace staff and, in collaboration with the General Practitioner and the clinical team, provide high quality clinical mental health assessment and appropriate counselling and consultation duties focusing on young people 12 to 25 years.

#### 2. Position Responsibilities

1. Provide clinical assessment, counselling and other interventions and consultations related to young people aged 12 to 25 years who may be at risk of, or experiencing, early stage mental health, emotional health and/or generalised health and wellbeing issues
2. Participate in care plan development, case coordination and case conferencing as a member of the headspace team.
3. Raise community awareness and build community capacity about the mental health and well-being issues as they relate to young people aged 12 to 25 years.
4. Contribute to service integration, team development and headspace goals.
5. Maintain clear and accurate records that support headspace performance accountabilities; these may include targets, budgets, reports and/or reviews.
6. Protect and maintain client confidentiality.
7. Contribute support and assistance to relevant community based and internal headspace initiatives.

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### **3. The Role of the Team**

The primary focus of the headspace team is to support the health and well-being of young people through services and linkages; improve community awareness and understanding of issues for youth and the impact on their mental health; lead coordinated care and referral pathways internally and externally across a range multidisciplinary service.

### **4. Key Selection Criteria**

#### **4.1 Essential**

1. Approved tertiary qualifications in a relevant discipline and eligibility for membership of an appropriate professional body.
2. Qualifications enabling the completion of assessment, care planning, case co-ordination and management of young people aged 12 – 25 years, who may have a range of physical, emotional and mental health and wellbeing issues.
3. Ability to provide practice that is sensitive to client diversity.
4. Ability to participate in clinical, operational and group supervision and a commitment to critical reflection and discussion of values and ethical conduct.
5. Demonstrated ability to work as a member of a multidisciplinary team, and have excellent time management skills and the ability to work independently when required
6. 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.
7. Knowledge and a willingness to comply with headspace privacy and confidentiality procedures, and commitment to work within the headspace Code of Conduct framework.

#### **4.2 Desirable**

1. Show evidence of knowledge and understanding of headspace philosophy, purpose and program delivery model.
2. Demonstrable understanding of strategies and frameworks used in the provision of counselling, and a commitment to continued development of core skills and extend learning.
3. Demonstrated understanding of the social model of health and its integration into counselling service provision.
4. Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
5. Intermediate to high level skills in Microsoft Office programs.

### **5. Probationary Period**

Employment with headspace 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 & Development (SRD)**

*Each headspace 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*

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*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 headspace vision, BCHS' Vision, Values, and Strategic Directions.

### 6.3 Administration and Documentation:

*Through the use of headspace/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 clients through your intervention.
- Show evidence of an integrated service delivery approach for clients.

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### 6.6 Diversity and Culture:

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

### 6.7 Child Safety

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 (if required).
- Present a current Working with Children Check.
- 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: Liz March  
Executive Director - Programs

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

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Agreed: Mental Health Clinician

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