

## Position Description

### Mental Health Clinician

#### (Mental Health Service Provider)

<b>Award or EBA:</b>	Medical Scientists, Pharmacists and Psychologists Enterprise Agreement Social and Community Services Award and Community Health Enterprise Agreement
<b>Classification/Grade:</b>	Psychologists Grade 2 Occupational Therapists Grade 2/3 Registered Psychiatric Nurses: Grade 3 Social Workers: Grade 5
<b>Directorate:</b>	Mental Health, Family Violence and Community
<b>Reports to:</b>	Team Leader Mental Health
<b>Direct Reports:</b>	Nil

Our vision is ensuring the health and wellbeing of our community.

Our values are:



Inclusion	Integrity	Collaboration	Excellence	Innovation
-----------	-----------	---------------	------------	------------

#### Role Description

DPV Health provides primary healthcare, social and psychological support services to people of all ages, focusing on the growing outer northern metropolitan area of Melbourne. Our services have a strong focus on treatment, prevention, early identification, rehabilitation and maximisation of independent living skills.

DPV Health is a major provider of primary healthcare in our region and is committed to establishing a well-integrated primary healthcare service that is accessible to people in the City of Whittlesea and Hume. DPV Health partners with General Practitioners, Hospitals, and the three levels of government, local agencies and community members to achieve an effective universal primary healthcare system.

DPV Health is a registered Community Health Centre and a Company Limited by Guarantee. It is funded by government grants and other self-managed revenue activities. It is governed by a Board of Directors elected and appointed from the community.

Our expectation is that staff will operate as a co-operative team. Our staff will be flexible, multi-skilled and able to work with a diverse range of individuals, community groups, multidisciplinary settings and community agencies. Our staff will continually update their knowledge to take on new responsibilities and challenges

#### **Purpose and Scope of the position:**

This position will work as part of a team which provides comprehensive triage, assessment, and psychological intervention to people within a community-based care setting. The clinician coordinates the clinical delivery of treatment and care, making sure people and their families receive

timely, responsive and suitable services to meet their needs. This position ensures that the service performs as a best practice example, and that the care delivered to people is of the highest possible standard.

## **Roles Key Accountabilities**

---

### **Service Delivery**

- Demonstrated skills in the assessment and delivery of evidence based psychotherapeutic/ counselling interventions for a range of issues for people including developmental, emotional, psychological and behavioural issues.
- Undertake psychiatric assessments of people, makes diagnoses and develops individual plans in consultation with the consumer using a shared care model with medical and non-medical colleagues.
- Complete specialist instruments and assessments including appropriate to the needs of the person.
- Obtain collateral information from other sources as per consent of consumer or guardian.
- Communicate the results of the assessment orally to the consumer and/or guardian and/or in writing to the referrer in language that is appropriate to the recipient.
- Provide ongoing treatment or makes recommendations for such in consultation with consultant.
- Negotiate multiple complex systems of care to the benefit of consumers and their families.
- Ensure that treatment and care is delivered in a manner, which is sensitive to language, family needs, cultural, gender, and individual differences and within the regulatory framework applicable to clinical mental health services.
- Provide user-friendly, accurate, relevant information to consumers, carers, and families.
- Participate in the review of therapeutic goals, treatment, and care within the clinical review setting.
- Identify and implement relevant outcome measures to demonstrate effectiveness of psychological interventions.
- Collaborate with the Team to deliver psychoeducation and therapeutic groups.
- Embrace evidence, caring, 'can do' and partnership as a basic tenet underpinning the philosophy.
- Ensure service delivery is culturally appropriate and respectful for diverse communities (e.g., CALD, LGBTIQ people, people with disabilities).
- Contribute to the ongoing development and maintenance of a therapeutic environment and a collaborative team atmosphere.
- Demonstrate knowledge and application of mandatory reporting and vulnerable children's principles and practice in a clinical setting.
- Comply with all professional development requirements for maintenance of registration as a per relevant board or association requirements.

### **Management/Supervision:**

- Identify professional development goals & pursue opportunities for learning.
- Participate in assisting with clinical fieldwork placements to students and participate in the education and training of students of other disciplines.
- Participate in and contribute to ongoing professional development activities and in-service training.
- Provide orientation to students & new staff of all disciplines.
- Provide supervision to junior clinicians.

**A hard copy of this document may be out of date – Check PROMPT for the current version**

- Participate in individual professional supervision (from the appropriate discipline senior).
- Participate in line management, performance appraisal, and seek support, assistance, training and debriefing as required.

### **Reporting, System and Analytics**

- Actively support the Vision, Purpose and Values contained in the DPV Health Corporate Plan.
- Comply with all relevant legislation including Occupational Health and Safety, Privacy, Health Records, Equal Employment Opportunity.
- Ensure accurate documentation of information in a timely manner.
- Demonstrated ability to maintain privacy and confidentiality in relation to consumer information in accordance with organisation policy and professional ethics and guidelines. Comply with all relevant legislation related to child safety, mental health, consumer's rights, including informed consent.
- Abide by the Policies & Procedures of DPV Health (which may be amended from time to time).
- Participate in scheduled performance appraisals; undertake further training and skills development identified for optimum ongoing performance in the job role.
- Participate in quality and service improvement activities to continually improve consumer care.
- Provide input into the development of clinical practices, procedures and protocols within the work area.
- Actively promote DPV Health and its services within the community.
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, ESS, e3, and others.

### **Financials, Budgets, Target, Funding**

- Identify gaps and opportunities to enhance DPV Health responsiveness to consumer's needs.
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations.
- Meet organisational and funding targets in relation to service delivery criteria.

### **Culture, Engagement, Diversity – People Experience**

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct.
- Participate in regular supervision, annual work plans and annual performance reviews.
- Actively participate in all required training, inductions and development.
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions.
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct.

### **Health and Safety**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

### **Risk Management and Compliance – Quality and Accreditation**

A hard copy of this document may be out of date – Check PROMPT for the current version

- Ensure documentation supports both quality and department standards. Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response.
- Actively monitor and improve the quality and safety of their care and services.
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with consumers to facilitate effective engagement and participation.

### **Clinical Expectations/Competencies**

- Clinicians and Clinical Supervisors are expected to retain (or where appropriate be eligible for) appropriate registration or the equivalent relevant to their profession.
- Clinicians and Clinical Supervisors are expected to build and maintain effective relationships with your consumers to empower and support directive consumer care.
- Clinicians and Clinical Supervisors are expected to provide and/or support, the delivery of high-quality clinical care.
- Clinicians and Clinical Supervisors are expected to commit to continuous improvements and seeking and acting on consumer feedback.
- Clinicians and Clinical Supervisors are expected to keep abreast of recent evidence-based therapies and/or treatments/practices/guidelines/frameworks related to practice/support/supervision and identify relevant opportunities for innovation and research.
- Clinicians and Clinical Supervisors are expected to support and maintain all accreditation standards relevant to the discipline and services provided.

**Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence, training and scope of practice.**

---

### **DPV Health Requirements**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| • Current Victorian Drivers Licence | • Valid Working With Children Check |
| • NDIS Clearance check              | • Satisfactory Police Check         |
| • Travel between sites is required  |                                     |

---

### **Authority**

The occupant of this position has authority as per the delegation manual.

---

### **Key Selection Criteria**

#### **Qualifications, knowledge, skills and experience**

- Clinical Psychologists: Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Psychology Board of Australia. General registration with a clinical psychology practice endorsement.
- Occupational Therapists: Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia. An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.).

A hard copy of this document may be out of date – Check PROMPT for the current version

- Registered Psychiatric Nurses: Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia. Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- Social Workers: An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

### **Specific qualifications, knowledge and experience that are required for the role**

- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- Knowledge of mental health and mental illness.
- Demonstrated experience in the mental health assessment, management and provision of therapeutic interventions including couple and group work.
- Knowledge and understanding of the Relevant Acts and their relationship to professional practice.
- Commitment to working with consumers from various ethnic backgrounds.
- Capacity to support the development of other team members while working as a member of a multi-disciplinary team.
- Skills in liaison, collaboration and negotiation with other service providers, consumers and carer groups and other community agencies.
- Demonstrated commitment to ongoing professional development.
- Computer literacy is essential.
- Current Driver's License.

### **Desirable qualifications, knowledge and experience that are required for the role**

- Understanding of Family Violence and trauma informed practice.
- Experience using interpreters.
- Understanding of family violence and MARAM.

### **Communication and interpersonal approach**

- Knowledge, experience, understanding and passion for the health and wellbeing of people.
- High level of energy, initiative, sound judgement, responsive and reflective.
- Ability to work effectively and cooperatively as part of a team.
- Strong written and verbal communication skills.
- Ability to present complex information in an easily understood and accessible format.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity (age, disability, religion, ethnicity, social status, sexual preference, indigeneity, and diverse genders).
- Excellent interpersonal skills with ability to develop positive working relationships with consumers from a variety of cultures, religions and socio-economic circumstances.

### **Consumer Focussed**

- Ability to deliver results and meet your consumer goals and expectations based on a care plan.
- Excellent at developing, establishing and sustaining interpersonal relationships.

A hard copy of this document may be out of date – Check PROMPT for the current version

- Builds consumer relationships and a culture where what is best for the consumer guides decision making.
- Ability to understand the consumer needs and deliver the required service.
- Demonstrated responsiveness to consumer needs and constructive feedback about counselling content and processes.

### **Planning and Organisation**

- High level time management and case load management skills.
- Ability to write clear, concise and informative reports.
- Analyse and present complex information in an easily understood and accessible format.
- Demonstrated ability to participate in a performance driven environment.
- Ability to understand the consumer needs and delivery the required service considering costs and funding/revenue.

### **Industry**

- Knowledge of community and health support services.
- Knowledge of Consumer Directed Care principles and frameworks.
- Ability to work independently and respond to a changing work environment.

### **Quality, process improvement and innovation**

- Uses initiative in identifying continuous quality improvement opportunities.
- Knowing the most effective and efficient processes to get things done. Speaking up and making suggestions when things can be done better for the consumer.
- Capacity to make decisions, find solutions and escalate when required.
- Seek opportunities to improve processes adapting to a flexible and changing environment .
- Commitment to maintaining a high standard and quality of work and ethics.

### **Self-motivated**

- Solution orientated and creative thinker.
- Ability to be self-motivated and work independently.

### **Extras depending on the role**

- Competent computer skills.
- Ability to speak a relevant community language.
- Experience facilitating and supporting students.

### **Employee Acknowledgement**

---

I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature \_\_\_\_\_ Date \_\_\_\_\_