

Position description

Position title:	Clinical Triage Officer – headspace
Job reference no:	25334
Salary:	Dependent on skills and qualifications
Classification:	Dependent on skills and qualifications
Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017 - 2019
Hours:	45 per fortnight 0.6ft
Position tenure:	Permanent, part time
Remuneration benefits:	<ul style="list-style-type: none"> • 9.5% Superannuation • Salary Packaging (including novated leasing) • Access to discounted private health insurance
Work unit / location:	headspace Morwell
Reports to:	Manager headspace
Program:	Headspace Morwell
Contact person:	Manager headspace ,Michelle Francis, 0351 368300
Application closing date:	Tuesday 24 December 2019

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Your role will include a wide variety of responsibilities and continual challenges to resolve. Your capabilities will be pushed and developed, providing stimulation, professional learning and personal growth.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

Reporting to the Clinical Lead the Clinical Triage Officer is part of the headspace Morwell team and works to support a multidisciplinary approach to mental healthcare. The incumbent is primarily responsible for providing clinical triage, intake, assessment and brief intervention in collaboration with other health practitioners in order to enhance the physical mental health outcomes of young people living in the community.

The Clinical Triage Officer acts as a professional resource for health providers working with young people experiencing mental health concerns and is committed to providing clinically effective, youth friendly and individually focused therapeutic interventions that are of the highest standard.

The Clinical Triage Officer will be adept in working as part of a multidisciplinary team and will be an allied health professional with knowledge of mental health service provision. The Clinical Triage Officer will work collaboratively with all clinical staff located at headspace Morwell to deliver high-quality services to young people. This position will maintain working relationships with key agencies in the community to establish integrated care pathways for young people.

Key objectives, duties and responsibilities

1. Deliver evidence based interventions, strength based and person centred models of care and comprehensive assessments for young people, inclusive of their families/carers where appropriate.
2. Conduct clinical triage, screening and assessments and support young people who present at headspace.
3. In consultation with the Clinical Lead headspace, Coordinate and manage the wait list offering single session, clinical tools and brief intervention support for young people waiting to receive a service.
4. Participate and contribute to weekly care team meetings for complex client reviews in consultation with the Clinical Lead.
5. Participate in relevant training and development activities as an effective team member.
6. Build and maintain effective relationships with key stakeholders involved in the provision of health, mental health and psychosocial services to young people.
7. Model and demonstrate constructive working relationships and information exchange across the organisation.
8. Contributing to the integrity of all internal information systems as required, by maintaining data through timely updates and revision of information where required.
9. Ensure that the collection of all relevant client data in order to measure deliverables and continuously improve the delivery of services is recorded.
10. Achieve high quality service delivery, through engaging in the business improvement process and contributing and complying with all processes and procedures in the Integrated Quality System.
11. Other duties consistent with the position where required and/or requested by the Clinical Lead.
12. Staff are to keep informed about current research in healthcare relevant to your role by maintaining professional knowledge and responding appropriately to unsafe or unprofessional practice, fulfilling duty of care by attending training as provided by LCHS and seeking further relevant training externally. Integrating organisational policies and procedures in order to

provide effective and professional care in a way that respects the rights and beliefs of all individuals yet maintains practice within own approved scope of practice.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Demonstrated high level knowledge and skills of evidence based interventions and comprehensive assessment and treatment planning for young people experiencing mental health issues.
2. Experience and knowledge in strengths based and person centred models of care. This includes an understanding and belief in the importance of family inclusive practise and an understanding of the needs of Aboriginal and Torres Strait Islander, LGBTI and CALD communities.
3. Demonstrated experience or knowledge of a range of settings within the mental health system including services for young people.
4. Proven track record in building and maintaining effective working relationships with a range of stakeholders.
5. Ability to prioritise work to ensure key objectives, including KPI's and targets of the headspace program is achieved in a demanding and changing environment.
6. The ability to work independently and within a team including highly developed verbal and written communication skills; and an excellent track record in building and maintaining effective working relationships with a range of stakeholders.
7. Advanced computer skills including word processing, spreadsheets, electronic recording systems and data management tools.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. A Working With Children Check will be required for this role (must be obtained prior to commencement)
2. Tertiary qualification (or near completion) in a health profession/discipline including but not limited to social work, psychology, counselling, mental health nursing and occupational therapy.
3. Registration or eligibility for membership with relevant profession/discipline body.
4. Current Victorian Drivers Licence.

Desirable:

1. Experience in the Not for Profit and/or Public health sector.
2. Post graduate qualification in youth work or mental health.

Other Requirements:

1. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
2. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
3. Prior to appointment, credentialing documentation must be completed and verified.
4. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
5. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Aged and Community Care
Date:	4 December 2019

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /