



Position Description

POSITION:	Mental Health Clinician, Centacare Psychological Wellbeing Service (Psychologist, Social Worker, or Occupational Therapist)		
LOCATION:	136 Lime Avenue, Mildura		
DIVISION:	Family and Community Services		
REPORTS TO:	Manager, Family, Community and Mental Health Services		
AWARD: CLASSIFICATION:	Social, Community, Home Care and Disability Services Industry Award 2010 Level 6		
TIME FRACTION:	Full-time, fixed term position	DATE WRITTEN:	July 2020

BACKGROUND:

Centacare Catholic Diocese of Ballarat (Centacare) was established in 1978 as the social welfare arm of the Catholic Diocese of Ballarat. It now provides extensive services across the broader community. For more information, visit the Centacare website at www.centacareballarat.org.au

Values	Behaviours
Respect	<ul style="list-style-type: none"> Showing due regard for the feelings, wishes and rights of others
Inclusion	<ul style="list-style-type: none"> Treasuring diversity and encouraging collaboration
Integrity	<ul style="list-style-type: none"> Acting with honesty and behaving according to strong moral principles
Accountability	<ul style="list-style-type: none"> Taking responsibility for the outcomes resulting from the performance of work duties

ABOUT FAMILY AND COMMUNITY SERVICES

Centacare’s Family and Community Services provide comprehensive, client focused services for individuals (children, youth and adult), couples and families. Our services are informed by an approach that values human dignity and the belief that positive relationships lead to positive lives and wellbeing. The service design aims to ensure that our programs are inclusive, responsive to the needs of people, and operate at the highest levels of quality and professionalism. Centacare aims to address present and changing needs of our clients, advocate for change and equity, deliver creative and flexible services, and improve community access for all. Services are integrated and strengths based.

Centacare’s Northern catchment covers the LGAs of Rural City of Mildura, Rural City of Swan Hill, Gannawarra Shire, and Buloke Shire. Services provided from the Centacare Northern Office base are: Family Mental Health Support Service (FMHSS); Family and Relationship Services; Regional Family Dispute Resolution; Specialised Family Violence; Integrated Family Services; Kinship Care; Family and Carer Mental Health Program; No Interest Loans Scheme (NILS); ParentsNext.

About Centacare’s Psychological Wellbeing Service

Centacare’s existing Family and Community Services currently provides a range of services to populations at increased risk of mental disorders. Working within a family services setting, Centacare’s Psychological Wellbeing Service is a new initiative to help children, youth and adults recover from anxiety disorders and depression,

Centacare reserves the right to advertise positions and make no appointment.

Position Description Mental Health Clinician, Centacare Psychological Wellbeing Service (Psychologist, Social Worker, or Occupational Therapist) – July 2020

impulse disorders, substance use disorders, PTSD, and disruptive behaviours e.g. conduct disorder. The service will be delivered by accredited clinicians who are trained to tailor care to each client, and deliver interventions supported by clinical trials. The service will be available at either a low-cost, or through Medicare's bulk-billing for focused psychological strategies.

To increase access to the service, Centacare's Psychological Wellbeing Service will implement a stepped care model. The first step of the model will be to promote and support key stakeholders to identify individuals who are likely to benefit from a psychosocial intervention. Stakeholders include General Practitioners, community service organisations, health services and members of the community who may self-refer.

As the majority of clients are likely to benefit from a guided self-help approach, the second step will involve supporting clients with a low intensity cognitive-behavioural intervention. Clients will be able to choose whether they would prefer support in a psychoeducation group, face-to-face appointments, or via telehealth. Clients who are unlikely to benefit from a guided self-help approach will be stepped up to more intensive face-to-face parent training, cognitive-behavioural therapy, or referred to an appropriate service which will better meet their needs.

POSITION PURPOSE

The main purpose of the role is to deliver evidence-based psychosocial interventions for common mental disorders.

REPORTING LINES

The role will report to the Manager, Family, Community and Mental Health Services.

LEVELS OF AUTHORITY

Significant decisions will require the approval of the Manager, Family, Community and Mental Health Services or the General Manager, Family and Community Services. The extent of financial decision making will be as per the Centacare instrument of delegation.

RELATIONSHIPS

Internal: Works under direction from the Manager, Family, Community and Mental Health Services, and works cooperatively with all employees. Develop a working relationship with all components of Centacare's management and staffing structure.

External: A range of stakeholder contacts of the Family & Community Services portfolio, including collaborating services.

Role Specific Duties, Responsibilities

Client Services (Children, Youth and Adults)

- Triage internal and external referrals at intake
- Provide assessments for common mental disorders
- Engage clients in collaborative risk management and safety planning
- Deliver evidence-based interventions in a stepped care model
- Facilitate psycho-education groups, internet-based treatment and telehealth.
- Maintain a clinical caseload of clients receiving low intensity interventions, and more intensive parent training or cognitive-behavioural therapy.
- Involve parents and carers in the clients' care where appropriate, including collaboration with family services.
- Provide holistic care within a bio-psycho-social model, in accordance with the *National Framework for Recovery-Oriented Mental Health Services*.
- Use valid and reliable measures and client feedback to optimise client's recovery.

Additional Responsibilities

- Develop and review client's progress goals, using agreed outcomes measures and

Centacare reserves the right to advertise positions and make no appointment.

Position Description Mental Health Clinician, Centacare Psychological Wellbeing Service (Psychologist, Social Worker, or Occupational Therapist) – July 2020

<i>Role Specific Duties, Responsibilities</i>	
	<ul style="list-style-type: none"> other relevant tools. • Provide culturally adapted services to Aboriginal individuals and families. • Provide tailored and appropriate responses to individuals and families from culturally and linguistically diverse backgrounds. • Provide tailored and appropriate responses to individuals and families from diverse populations • Maintain client data and information as required by legislation and funding body requirements • Maintain awareness of resources and services available to people with mental health problems. • Provide program information to key stakeholders and the broader community about the service.
Teamwork	<ul style="list-style-type: none"> • Provide client-centred services aligned with the vision, mission and values of Centacare • Complete tasks which will achieve objectives of the service and realise Centacare’s organisational goals. • Participate in collaborative problem-solving and conflict resolution. • Attend ongoing professional development and best practice supervision. • Participate in evaluation processes to improve client outcomes, service responsiveness, flexibility and staff satisfaction.
Administration	<ul style="list-style-type: none"> • Ensure the accurate and timely entry of data as outlined in organisational and program guidelines, including same-day billing. • Actively participate in organisational meetings and activities as required. • Actively support the effectively delivery of Centacare’s Psychological Wellbeing Service • Be available to work flexible hours depending upon participant needs. • Participate in the organisation’s performance management system, including regular supervision in order to define annual objectives and professional development goals. • Participate in professional development programs that assist the organisation to achieve its goals

<i>Centacare duties and responsibilities</i>	
Health and safety	<ul style="list-style-type: none"> • Create, maintain, and foster a safe work environment at all times. • Ensure your work does not adversely affect any other person. • Identify, correct and report any unsafe act, condition or behaviour – according to Centacare’s policies and procedure. • Report critical client related incidents using the CIMS system- within Centacare policy and guidelines • Report any injury or incident by lodging a DINMAR within 24 hours and to the respective funding bodies as per their incident reporting guidelines. • Actively be responsible for your own self-care and emotional wellbeing in conjunction with Centacare’s policies, procedures and practices.
Risk management	<ul style="list-style-type: none"> • Ensure that Centacare’s Risk Management Policy, program and the application of sound risk management practices within the workplace and community are adhered to and complied with at all times. • Actively champion, the organisational reporting system by ensuring all risks, accidents, incidents, and feedback are reported in a timely, responsive and

Centacare reserves the right to advertise positions and make no appointment.

Position Description Mental Health Clinician, Centacare Psychological Wellbeing Service (Psychologist, Social Worker, or Occupational Therapist) – July 2020

	<p>responsible manner.</p> <ul style="list-style-type: none"> Actively participate in organisational quality and risk management processes including external accreditation requirements.
EEO and legislative requirements	<ul style="list-style-type: none"> Ensure personal compliance with all legislative requirements and lawful management directions. Ensure understanding and commitment to anti-bullying and anti-harassment legislations and Centacare policies, and ensure all personal interactions in the workplace with employees, clients, customers, student and fellow volunteers do not encompass any element that could be considered bullying or harassment. Be aware of and have an appreciation for the equal employment philosophy of Centacare.
Code of ethics and conduct	<ul style="list-style-type: none"> Actively support Centacare, Catholic Diocese of Ballarat vision, purpose and values Ensure full compliance to Centacare’s Code of Ethics and Conduct. Operate within all Centacare policies, procedures and practice guidelines as well as relevant legislative requirements Commitment to the principles of Catholic Social Teaching.

KEY SKILLS & EXPERIENCE

Essential

Qualifications

- Tertiary qualification in psychology, social work or occupational health.
- Eligible for Medicare Benefits Schedule billing and issued with a Medicare Provider Number.
- One of the following allied health professionals eligible to provide focused psychological strategies as part of the Better Access to Mental Health program:
 - A Psychologist with full registration with the Psychology Board of Australia.
 - An accredited Mental Health Social Worker, certified by Australian Association of Social Workers.
 - A registered Occupational Therapist accredited and endorsed by Occupational Therapy Australia.
- Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the Catholic Safeguarding Standards the Child Safe Standards and any other relevant legislation.

Preferred

Knowledge

- Theoretical knowledge of childhood attachment and social learning; and the role of cognition, affect and behaviour in common mental disorders.
- Understanding evidence-based practice as integrating research, practice and client’s values.
- Working knowledge of the Victoria's *Mental Health Act 2014* and other legislation and standards related to mental health.

Skills

- Proven ability to provide client-centred assessments and engage clients in collaborative case formulation.
- Expertise in facilitating semi-structured interviews and monitoring progress with psychological interventions.
- Ability to deliver parent management training, and cognitive-behavioural interventions such as problem-solving, graded exposure and behavioural activation.
- Skilled in helping clients to plan for ongoing recovery and achieve positive mental health and wellbeing.
- Proficient in multi-disciplinary working and collaborative care across health and social care.
- Highly developed interpersonal, verbal, and written communication skills, including accurate and concise recording of case notes and data entry, together with efficient time management and program productivity.
- Exhibits empathy, active listening, responsiveness to non-verbal cues, summarises and seeks clarification.
- Tailors questions and key messages to clients or the specific audience, ensures information is accessible and reliable, elicits and responds to feedback.

Centacare reserves the right to advertise positions and make no appointment.

Position Description Mental Health Clinician, Centacare Psychological Wellbeing Service (Psychologist, Social Worker, or Occupational Therapist) – July 2020

- Ability to use the Microsoft Office windows operating environment, including Word, Excel, and PowerPoint, for written documents, data entry and delivering presentations.
- Demonstrated knowledge and application of child safe legislation, principles, standards, and practices.
- Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

Experience

- Delivering psychological interventions in a health or social care setting
- Facilitating psychoeducation groups and providing telehealth services.
- Familiarity working with parents, carers, children, youth and families.

ESSENTIAL REQUIREMENTS

- Provision of a satisfactory Police Check
- A current Working with Children Check
- A current Victorian Drivers Licence
- It is a condition of engagement that the incumbent continually meet the Disability Worker Exclusion Scheme Requirements (see attachment below)

Centacare reserves the right to advertise positions and make no appointment.

Position Description Mental Health Clinician, Centacare Psychological Wellbeing Service (Psychologist, Social Worker, or Occupational Therapist) – July 2020

Information Statement about the Disability Worker Exclusion Scheme

Background

In order to comply with the requirements of the Privacy and Data Protection Act 2014, Centacare provides this 'Information Statement' for all prospective Disability Workers (as defined).

Requirements for employment

Centacare is required to provide a person's details to the Disability Worker Exclusion Scheme (DWES) Unit to check if their name is on the List before permitting them to commence work as a Disability Worker.

If a prospective disability worker does not agree to participate in the DWES than they cannot be engaged by Centacare or another disability service provider as a Disability Worker.

Additional Information

Prospective Disability Workers need to be aware of the following information:

- If, during the recruitment process, information comes to light which, if correct, may satisfy the criteria for a person being registered on the DWES List (the List) of excluded workers, Centacare will be required to notify the DWES Unit. The DWES Unit may also notify other disability service providers or authorised labour hire agencies that currently engage the prospective Disability Worker.
- The consequence of having your name placed on the Disability Worker Exclusion List is that you will be prevented from being engaged by Centacare or another disability service provider as a Disability Worker in a disability service.
- The DWES Unit maintains the List and may advise other employers or prospective employers that are disability service providers, if the person is on the List or is the subject of a Notification.

Process for checking a prospective Disability Worker against the List

A preferred candidate will need to complete and sign a *Consent and Acknowledgement Form* provided by Centacare which will be forwarded to the DWES Unit to check a person's details against the List.

In addition, preferred candidates will need to complete and sign a Statutory Declaration for Disability Workers supplied by Centacare.

Centacare reserves the right to advertise positions and make no appointment.

Position Description Mental Health Clinician, Centacare Psychological Wellbeing Service (Psychologist, Social Worker, or Occupational Therapist) – July 2020