

Position description

Mental Health Clinical Lead

Section A: position details

Position title:	Mental Health Clinical Lead
Employment Status:	Part-Time (0.4 to 0.8 FTE)
Classification and Salary:	Health Professionals and Support Services Award 2020, Level 3 (Above Award salary)
Location:	Links to Wellbeing, Morphett Vale
Hours:	Between Monday to Friday 9:00am – 5:00pm
Contract details:	Maximum Term Contract until 30 June 2022

Organisational context

The Links to Wellbeing (LTWB) consortium is a group of mental health and community service providers, consisting of:

- Neami National
- Mind Australia
- Skylight
- Uniting Care Wesley Bowden (UCWB)

The organisations have built upon existing strong partnerships in the primary health and community service sectors.

The Adelaide Primary Health Network have commissioned the Links to Wellbeing consortium to provide Primary Mental Health Services that will provide clinical support and psychological services across the stepped care continuum.

Interventions range from low intensity, for those with mild presentations, psychological therapies for people with mild to moderate conditions through to clinical care coordination for people with chronic and complex mental health conditions. Suicide Prevention Services for people suitable for primary mental health care management are also available.

Position overview

Provide clinical oversight for and leadership of a multidisciplinary mental health team to inform and guide the delivery of high-quality mental health services in the primary care setting. Manage and coordinate the intake of referrals to ensure efficient and effective flow of clients through the service, including triage and assessment of clients.

Additional to the clinical lead role is the opportunity to carry a part time caseload on alternate days to the clinical lead days of work.

Period of Employment

Maximum term contract until 30 June 2022; subject to a 6-month probationary period

Accountability

The Mental Health Clinical Lead is accountable to the Regional Manager.

Conditions of employment

The terms and conditions of employment will be in accordance with the Health Professionals and Support Services Award 2020, classified at Level 3.

Many benefits are available to staff, including generous salary packaging with rewarding NFP fringe benefit tax exemptions.

- Criminal record checks are mandatory for all new appointments. Neami will cover the cost of an Australian check. Where a new employee has lived outside of Australia for 12 months or more within the last 10 years, the cost of an International check will be borne by the applicant.
- A Working with Children check and Vulnerable Person check are required before commencement of work (employee responsibility).

Qualifications

- Qualified in one of the following disciplines and membership with an associated professional body; Clinical Psychology, Psychology, Social Work, Occupational Therapy, or Mental Health Nursing
- Current and full registration with the appropriate registration authority (AASW, AHPRA) – General or Clinical Registration with the Australian Health Practitioner Regulation Agency
- Social Workers – Registered member of the AASW and have AASW accreditation.
- Registered Nurses – Registered with the Australian College of Mental Health Nurses
- Occupational Therapists – Registered with the Australian Association of Occupational Therapist and AHPRA
- Cognitive Behaviour Therapists – Minimum 2 years post graduate experience and registration with PACFA

Section B: key responsibilities

Management and guidance

- Provide cohesive leadership to the Links to Wellbeing programs including contributing to the recruitment, orientation/induction, training, support and supervision of program staff members, including the clinical supervision of interns
- Monitor client loads, workspaces and equipment and contribute to the development of a maintenance and support program for designated staff that is sustainable within the SSH
- Support the aims and objectives of the APHN through understanding and implementation of the APHN Strategic Plan
- Take responsibility for:
 - Effective facilitation of the Clinical Team meetings
 - Effective coordination of the Clinical Case Reviews
 - Ensuring daily coverage of mental health coordination function
 - Appropriate delegation of responsibilities as needed in consultation with the Service Design Manager

Program coordination

- Provide clinical oversight for and positive leadership of the mental health team, to ensure all clinicians within the team work together to achieve delivery that is as excellent as possible.
- Facilitate a strong clinical governance culture within the team, where each practitioner takes responsibility for their own decision making and quality improvement activities, whilst supporting the clinical governance framework of the Links to Wellbeing Service. Including monitoring and evaluation to ensure LtW internal audits and external accreditation requirements are met.
- Through expert clinical knowledge and a high degree of independent clinical decision making, providing and overseeing the CDMU including the provision of triage, assessment, planning, implementation and co-ordination of care or delivery of care to clients engaged with our services.
- Provide relevant support so that all services are delivered according to current best practice and evidence-based approaches
- Provide clinical advice and support to General Practice
- Support the development and implementation of clinical and operational policies and procedures for Mental Health programs

Daily coordination function

- Ensures coverage of the coordination function for mental health programs which includes:
 - Providing response and leadership to mental health team individually and collectively with any clinical and/or non-clinical issues
 - Respond to or delegate any crisis or distress calls / walk-ins
 - Process and respond to enquiries from external stakeholders

- Troubleshoot issues that may arise where mental health team input is required
- Ensure that administrative processes occur re: scheduling, authorising expenditures and coordinating financial reporting to the Service Design Manager
- Following up on written correspondence e.g. letters from lawyers, requests for reports/assessments, release of information, subpoenas etc.
- Support the development and implementation of clinical and operational policies and procedures for Mental Health programs

Clinical Services

- Coordinating and providing clinical mental health services including:
 - Assess and screen referrals using appropriate tools, policies and procedures
 - Provide information about mental health and available services
 - Triage and assessment of mental health referrals
 - Work collaboratively with clients and their families to identify their mental health (and where appropriate, general health) needs
 - Coordinate client therapeutic interventions by formulating client plans in collaboration with the client, staff and external workers and agencies, including making internal and external referrals as needed
 - Determining client goals and strategies to be implemented through therapy and review as required
 - Support the continuity of client care and information flow between clients, staff and external workers and agencies
 - Participate in psychiatric assessment with clients where appropriate
 - Provide individual and group clinical interventions as required.

Relationship and community engagement

- Assist the manager in directing the development or expansion of community engagement activities that promote good mental health and wellbeing in the community
- Timely review and approval of relevant program information, documents and marketing materials for distribution within the community
- Identify and employ strategies to develop and maintain relationships and communication with external stakeholders, referrers and governing bodies
- Sit as a member of community committees and networks as agreed by the LtW Manager or delegate to appropriate team member
- Seek out and secure co-location or outreach locations for clinicians and manage relationships to ensure the longevity of these partnerships

Records Management

- Ensure records management obligations are met, including the proper retention of hardcopy and/or electronic records and ensuring files are accurate and up-to-date
- Ensure records management processes are followed, including the supervision of files and facilitating training when required.

Section C: key competencies

Creating diverse staff teams

The values, skills, attributes and commitment of our staff are key to our success and reputation as a national mental health service that provides high quality support services to people living with a mental illness.

We are strongly committed to further developing and diversifying our work force as part of our strategic directions.

We celebrate multidisciplinary teams and value the rich skills and experiences brought by applicants from a range of sectors and professional backgrounds.

Further depth is brought by those from diverse cultural backgrounds, Aboriginal staff, and those with lived experiences of mental illness and recovery, all of whom are strongly encouraged to apply for any roles that match their skills and interest.

The following competency criteria will inform our selection decision:

Skills and Abilities

- Ability to design and implement psychological interventions for individuals
- Ability to administer and interpret appropriate psychometric tests and outcome measurements
- Ability to apply evidenced based psychological interventions including understanding of current theoretical concepts within mental health sciences and their application to mental health issues and problems
- Ability to work as a member of a multidisciplinary team
- Ability to perform multiple tasks and meet deadlines
- Ability to work independently with minimal supervision
- Proven high level of communication skills including the ability to communicate effectively, both orally and in writing with client, internal and external agencies and the community

Experience

- Proven experience at a senior clinical level within the area of mental health service delivery
- Experience in successfully leading/coordinating a team of staff and working as a member of a multidisciplinary team with the ability to inspire and facilitate team commitment and cooperation
- Demonstrated experience in preparation of reports with recommendations
- Experience working across a range of Commonwealth and State funded mental health programs and ensuring program implementation in line with funding requirements and contracts

Knowledge

- Knowledge of local services particularly relevant to designated program area
- Knowledge of Occupational Health, Safety and Welfare Act, policies and practices
- Knowledge of Equal Opportunities Legislation, policies and practices
- Knowledge of Professional Codes of Conduct and Ethics: aware of and practicing within relevant Federal and State Legislation and the relevant Professional Code of Practice, Conduct and Ethics