



POSITION DESCRIPTION

Title of Role:	Clinical Team Leader	Classification Level:	Non award (Equivalent to Allied Health Gr3/RPN4)
Business Unit:	headspace	Type of Appointment:	Fixed term till 30 th June 2022, with likely extension subject to funding.
Division:	Rosebud	Position Number:	
Award Type	Non Award	FTE:	0.8 FTE

YSAS Vision

A community where all young people are valued included and have every opportunity to thrive.

YSAS Purpose

To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

YSAS Values

Honesty	We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation.
Empowerment	We create a positive environment for staff and young people to make valuable contributions.
Accountability	We set high standards and we are answerable for our decisions and actions.
Respect	We respect the rights of others and treat others as we would like to be treated.

Child Safety

YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people, and are committed to protecting young people from harm or abuse who come into contact with and/or access our service. Applicants must undergo rigorous screening and recruitment processes, including providing evidence of current WWCC and National Police Check prior to commencing employment.

Position Context

This position is funded by the Australian Government Department of Health under the Youth Mental Health Initiative and is employed by YSAS who is the lead agency for headspace Collingwood and headspace Frankston (inclusive of the headspace Rosebud satellite).

headspace is based around a consortium model, in which each headspace centre brings together key organisations experienced in the delivery of primary care, mental health, alcohol and drug services, social welfare and vocational education. This strategic alliance aims to establish a localised community of collaborative youth services improving access for young people aged 12-25 years at risk or suffering from mental health and alcohol and other drug issues.

The role requires specific and thorough knowledge of clinical and community mental health approaches, as well as a comprehensive understanding of primary, secondary and tertiary mental health services.

Reporting to the Clinical Manager, the Clinical Lead is a key leadership role taking primary responsibility for clinical oversight of service delivery and clinical decision making whilst contributing to operational and service development responsibilities of the site.

Position Purpose

This is a multi-disciplinary position open to nursing, social work, psychology and occupational therapy. The clinical lead provides leadership that facilitates the ongoing development of clinical practice and is responsible for the implementation, monitoring and review of the clinical governance framework in consultation with the Clinical Manager.

A key contributor to the development of evidence based and innovative clinical services the clinical lead will promote the delivery of mental health services that are of the highest quality. Overseeing and enhancing client pathways and systems you will provide high level clinical consultations, support, supervision and guidance to staff and contractors.

The clinical lead, in consultation with the Clinical and Practice Managers, will ensure the integration of processes to enable seamless access to services for young people, their families and the community. Working collaboratively with the broader YSAS Frankston & Rosebud senior leadership team the clinical lead will model best practice principles in the delivery and oversight of headspace Rosebud and YSAS programs aligned to the headspace Model Integrity Framework and other evidence based clinical guidelines.

The position will be actively involved in quality projects, development and provision of targeted education along with providing advice and support to strategic and operational planning for clinical services and key local stakeholder engagement. Additionally this position will be integral to the engagement and integration of the headspace satellite service into the local southern peninsula service system and community.

Reporting Relationships

This role reports to the YSAS Clinical Manager and has up to 8 direct reports, inclusive of headspace Rosebud access clinicians.

The role will hold day to day operational oversight of the service site and associated in reaching, colocated and sessional contracted practitioners supported by the management team.

Key Relationships/Interactions

Frankston Management team, General Manager, Primary health and contracted staff, administrative team, in-reaching providers, consortium partners, area mental health services, young people and their families.

Key Challenges

Managing competing demands and prioritising accordingly. Meeting required service and contractual targets

Special Conditions

Prior to commencement of employment incumbent must provide YSAS assurance of their:

- Working with Children's Check (WWCC).
- Satisfactory National Police Check (NPC).
- Any relevant required professional registrations (e.g. AHPRA, CPA, etc)
- Driver's licence.
- Copies of all relevant qualifications.

Other relevant role information

- Preferable to have a current First Aid Certificate (Level 2) –may be completed during probation.
- Some out of hours work may be required.
- You may be required to work at various YSAS sites depending on YSAS operational requirements.

YSAS Conditions - All employees are required to work in accordance with including but not limited to:

• Occupational Health and Safety Act 2004 (Vic)	• Fair Work Act (2009)
• Equal Employment Opportunities (inc. prevention of bullying, harassment and intimidation)	
• Child and Young Persons Act (2005) (Victoria)	• Child Safety best practice
• Relevant Awards, Enterprise Agreement	• Code of Conduct
• Duty to maintain privacy and confidentiality	• Smoke Free Workplace
• Other YSAS policies and procedures, which may be amended from time to time.	

Responsibilities

This position description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Leadership and Management	<ul style="list-style-type: none"> • Contribute to strategic planning and clinical direction including the headspace satellite service work plan. • Provide clinical leadership, support, clear direction and mentoring to the Access and in reaching service providers. • Ensure team well-being, supporting worker learning and development and facilitating a positive team culture. • Advocate and champion approaches which promote continuous improvement in clinical practice and pathways • Undertake higher duties when Clinical Manager is on leave as delegated. • Provide leadership in incident response, management and systems learning alongside all staff members. • Assist in the recruitment, on boarding, induction and ongoing support of clinical positions including Medicare funded counsellors and other key roles • Supervise delegated clinical staff, ensure review processes and the minimum professional and clinical governance standards and program contractual specifications are met. 	<ul style="list-style-type: none"> • Collaborates and consults with Clinical, Practice and Centre Managers to ensure service integration and team approach. • Supports, guides and directs a multidisciplinary team ensuring best outcomes for young people are achieved • Team members understand their role and are integrated with broader staffing group. • Lines of delegation are adhered to. • Supervision is provided to agreed staff in line with YSAS supervision policy. • YSAS's strategic plan is known, understood and reflected in Centre plan as it relates to clinical service delivery. • Demonstrated positive working relationships with private practitioners and in reaching staff • Strategies to facilitate self-care promoted and practiced within the team. • Clinical staffing gaps are filled in a timely manner with appropriately skilled candidates
System Management and Clinical Governance	<ul style="list-style-type: none"> • Drive and monitor clinical outcomes • Inform mechanisms to support the clinical governance of the site, attend clinical governance meetings for the purpose of reporting and accountability • Maintain and develop systems and processes which support service access in consultation with the clinical leadership team • Provide oversight and facilitate daily handover, clinical review, care planning, coordination and decision making for service delivery 	<ul style="list-style-type: none"> • Clinical governance framework is up to date, endorsed and review dates met. • Required clinical and target outcomes are met • Work plan activities are informed, implemented and evaluated. • Coordinate weekly multidisciplinary clinical case review. • Documentation adheres to developed guidelines and are written up in a timely manner with clear management and intervention plans.

	<ul style="list-style-type: none"> Promote a shared decision making framework with the young person and significant others as appropriate Monitor clinical supervision systems. Monitor and implement use of evidence based interventions Assist with clinical and operational coordination for site and client safety Ensure services are guided by the Stepped Model of Care and the headspace Model Integrity Framework. 	<ul style="list-style-type: none"> Team training needs identified and responded to with training activities scheduled throughout the year
Stakeholder Engagement	<ul style="list-style-type: none"> Work collaboratively with internal and external stakeholders to determine service needs and assist with the coordination of care for young people and their families. Development of positive professional relationships with local GPs, AHPs, schools and other service partners and providers. Collaborate with the clinical leadership team when developing, implementing and reviewing relevant clinical pathways. Collaborate with other health service systems and community based services for integrated service provision Identify and manage ongoing relationships with stakeholder including suppliers and auditors. 	<ul style="list-style-type: none"> Clinical Pathways are supported by headspace clinical frameworks, Stepped Care Model and the headspace Model Integrity Framework. Demonstrated links and positive working relationships with stakeholders. Contracted staff are well supported and regularly engaged with. Evidence of seeking stakeholder feedback and advice on service systems and performance can be demonstrated. Young people and the presenting and emerging needs of local community are reflected in the services planned and delivered
Continuous Improvement	<ul style="list-style-type: none"> Contribute to continuous quality improvement in relation to service delivery, business support services and systems. Participation in accreditation, evaluation and ongoing monitoring of programs, services, and systems, Including young people and their families in the evaluation of the service where possible. Contribute to the continued development of the relevant guidelines for headspace including (however not limited to) intake and access manual and policies, private practitioner guidelines. 	<ul style="list-style-type: none"> All work complies with relevant legislation/regulations, YSAS' policies and procedures Confidentiality of documentation is maintained Feedback from stakeholders recorded appropriately and acted on. Manuals are regularly reviewed and up to date.
Corporate compliance	<ul style="list-style-type: none"> Ensure incident reporting meets statutory and organisational timelines, procedures and where required corrective measures are followed up and undertaken. Inform and lead clinical forums and team meetings for program and quality and risk monitoring. Adhere to all YSAS' policies and procedures Adhere to the headspace TMLD Demonstrated commitment to YSAS' organisational values, and provision of the highest ethical standards at YSAS; not only to young people in the communities we serve, but to our co-workers and ourselves. 	<ul style="list-style-type: none"> Service activity and client outcomes are tracked and monitored for quality, risk and contractual reporting purposes monthly. Six-monthly audits of registered client files and notes are undertaken with analysis or results informing service review, quality improvement, training and development plans. All incidents reported to manager, YSAS, SEMPHN & headspace National Office according to reporting guidelines and within approved timeframes.

Qualifications, Skills, Knowledge and Experience required for the role

Education	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • Tertiary qualifications in Social Work, Psychology, Occupational Therapy or Mental Health Nursing • Full current registration with AHPRA or AASW <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Post Graduate qualifications in relevant field • AHPRA approval to provide supervision to clinical placement students
Experience	<ul style="list-style-type: none"> • 5+ years' post registration and clinical leadership role experience • Proven ability in the leadership of multidisciplinary teams, including provision of clinical supervision, and the facilitation of clinical review and performance management processes. • Demonstrated experience in service development, policy review and continuous improvement. • Advanced clinical skills and demonstrated experience in a range of mental health settings • Experience in triage, assessment and allocation of referrals for early intervention, acute and complex presentations
Knowledge and Skills	<ul style="list-style-type: none"> • Significant skills in screening and assessment including conducting comprehensive mental health assessments, care planning & review, mental health interventions and service consultation. • Knowledge of adolescent development and the social and health needs of young people experiencing mental illness and other concurrent issues • Excellent organisational and time management skills, including the ability to prioritise competing priorities and deliver to agreed deadlines. • Strong analytical thinking and problem solving skills and ability to deliver innovative solutions • Ability to foster a cooperative team environment with the ability to work both independently and collaboratively as a productive team member • Knowledge of and experience with outcome measurement tools • Highly developed verbal and written communication skills, an excellent track record in building and maintaining effective working relationships with a range of stakeholders. • High level computer literacy and experience in clinical record systems and data management tools.
Personal qualities	<ul style="list-style-type: none"> • Forward thinking leader with a growth mind set committed to the development and improvement of own performance objectives and those of the team and organisation. • A positive and collaborative team player who enjoys working with others and values their contribution. • Has an agile and proactive approach with high levels of professionalism, confidentiality and discretion. • Adaptable and flexibility to changing work environments and requirements.

Key Selection Criteria – Clinical Lead

1. Demonstrated experience in complex assessment, care planning, staff management and coordination with mental health experience & experience in community youth mental health or related areas.
2. Proven clinical leadership skills with expertise in client-centred consultancy, ability to work collaboratively within a multidisciplinary framework with a demonstrated commitment to excellence in clinical practice.
3. Demonstrated effective communication and inter-personal skills, effective stakeholder engagement and a proven track record of working collaboratively within a leadership team with a strengths based approach.
4. Demonstrated commitment to continuous improvement, implementing changes and developing direction in clinical practice by the utilisation of evidence based research and outcome measures.
5. Demonstrated skills in strategic and clinical service planning including an understanding of organisational behavior, change management, cultural change processes.
6. Demonstrated evidence of the provision of high quality supervision, support, skill assessment and training to staff. Including secondary consultation and critical incidence response.

- 7. Highly developed computer literacy and competency in the use of contemporary information systems computer applications and record keeping.

8. Incumbent Statement

I accept the PD as acknowledged above and understand that the PD will be reviewed as required. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

Acknowledged by occupant / /

(Print name) (Signature) -----

Acknowledged by line manager / /

(Print name) (Signature & title) -----

Job and Person Specification Approval

...../...../..... DELEGATE (GM or Chief)