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| POSITION TITLE: Clinician - Jigsaw | DIVISION: Mental Health Drug and Alcohol Service, JIGSAW, Community |
| REPORTS TO: Service Manager and Senior Clinician | DIRECT REPORTS: Nil |
| ENTERPRISE AGREEMENT:Victorian Public Mental Health Services Agreement 2016-2020.  * **Victorian Public Health Sector (Medical Scientists, Pharmacists& Psychologists) Enterprise Agreement 2017-2021.** | CLASSIFICATION: RPN3, P2, OT2, SW2 |
| APPROVED: Co Director Mental Health Drug and Alcohol Service | APPROVAL DATE: February 2021 |
| PRIMARY OBJECTIVE: | |
| This position, along with the remainder of JIGSAW participates in the provision of mental health drug and alcohol care to young people aged 16-25 years in the Barwon Region. Specifically, this role is responsible for the delivery of best practice, evidence-based treatment and support to young people with complex needs including drug and alcohol comorbidity and homelessness. The position is jointly based at the JIGSAW Corio. | |
| PRIORITIES | VALUES |
| ***OUR VISION***  *BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.*  **OUR PURPOSE**  *PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.*  **Strategic Priority 1**: Deliver Best Care  **Strategic Priority 2**: Invest to improve  **Strategic Priority 3**: Ensure Our Future | **RESPECT**  We RESPECT the people we connect with  **COMPASSION**  We show COMPASSION for the people we care for and work with  **COMMITMENT**  We are COMMITTED to quality and excellence in everything we do  **ACCOUNTABILITY**  We take ACCOUNTABILITY for what we do  **INNOVATION**  We drive INNOVATION for better care |

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| POSITION DIMENSION & DECISION MAKING AUTHORITY: | KEY COMMUNICATION CONTACTS (INFORMED): | |
| Without referral to Manager (RESPONSIBLE)   * Day to day clinical decision making   After Consultation with Manager or others (CONSULTED)   * Management of extreme risk * Leave and training requests   Referred to Managers or others (CONSULTED)   * Major service development and/or change in clinical direction * Unresolved Human Resource management | Purpose/Frequency of Contact | Contact/Organisation |
| Team manager and or Senior Clinician Program Manager  Other members of JIGSAW and Acute and Community Adult Mental Health Teams  Key Headspace Barwon, Barwon Youth and MIF, Steering Committees | Line management supervision at least monthly and clinical review of all current cases at least monthly  As needed as per communication of wider service issues  As needed to ensure effective inter-team working relationships and continuity of care for clients  Participate in ongoing development of Headspace Barwon, and partnerships with Barwon youth and MIF via participation in key steering committees as directed by the Team manager. |

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| **KEY ACCOUNTABILITIES:** | | |
| **Key Result Area** | **Major Activities** | **Performance Measures** |
| Effective, high quality and responsive care | * The provision of ongoing assessment, case management, mobile treatment and continuing care to young people aged 16-25 with a mental health problem or dual diagnosis. Clinician will be required to work a seven day rotating roster as directed. * The provision of ongoing assessment, case management, mobile treatment and continuing care to young people aged 16-25 with a mental health problem when a youth developmental approach is deemed appropriate and with support from the CAMHS consultant and as directed by the Clinical Coordinator * Deliver evidence based specialist treatment for young people aged 16-25 years in the Barwon Health catchment in accordance with the defined clinical practice guidelines for the service and under the clinical and professional direction of the Clinical Coordinator and Clinic Consultant Psychiatrist. * Understand the principals of risk assessment for young persons and be proficient in the implementation of risk assessments for young people and ensure that client care is organised in a way that is appropriate to the perceived risk while maintaining the young person’s dignity and rights. This should include a commitment to actively managing the environmental risks encountered. * Maintain effective communication with other health providers involved in a young person’s care including the team Consultant and engage in continuing treatment planning that includes contribution to a GP MH Health Care plan for all young people in the service. * Provide psycho-education to clients and relevant others * Ensure that the needs and concerns of a young person’s family and friends are attended to and that constant efforts are made to engage families and friends as informed collaborators in the management of the young person’s during their episode of care. * In the case that a young person requires acute psychiatric care, work with the Swanston Centre to streamline service delivery across in and outpatient care and provide an interface between primary / contact nurse and the client and family and the wider youth team to improve discharge planning and contribute to continuous care wherever possible. * Provide assistance and support to the youth triage service as directed by the clinical coordinator by way of screening and assessment of young people who present to the service * Collaborate with other rehabilitation, vocational, and educational support services to develop and engage young people in a range of therapeutic activities aimed at enhancing their psychosocial recovery | * Evidence of attendance to own line management meetings for support and supervision and identification of own training needs * Evidence of monitoring of clinical practice including participation in regular documented clinical review processes and auditing of compliance with ACE guidelines with respect to clinical documentation and clinical practice standards and NOCC[National Outcomes Classification Case Mix] Protocol. * Compliance with development of GP Mental Health Care Plans for all current clients demonstrating the active contribution of the client and their family members to the treatment planning wherever possible * Evidence of the maintenance and utilisation of knowledge and expertise in current evidence based practice within the area of youth mental health assessment and treatment * Evidence of regular participation in in-service education and well-targeted external training seminars and conferences relevant to contemporary community-based treatment and support for adolescents and young adults presenting with mental health concerns which are both self-sponsored and supported by the organisation via the Clinical Coordinator. |
| Effective and responsive communication and team responsibility | * Participate fully in team and service meetings to ensure understanding of requirements and processes relevant to the clinical practice of JGISAW and the provision of a multidisciplinary approach to client care * Contribute to a working environment that is conducive to high quality practice and team cohesion * Promote professional conduct and behaviour as identified by the Barwon Health Code of Conduct including the Bullying and Harassment policy * Maintain confidentiality on all issues relating to the organisation, the clients of the service and staff * In accordance with Barwon Health Mental Health Service ACE guidelines ensure all relevant clinical documentation is of high quality and maintained in a timely and accurate fashion. * Be competent in the use of the foundation clinical database of the Barwon Health Mental Health Service – TCM | * Performance Review * Evidence of regular attendance to team business meeting * Evidence of regular participation in quality enhancement projects and service liaison and operational committee meetings as directed by the clinical coordinator * Evidence of knowledge of and compliance with Barwon Health Code of Conduct * Evidence of regular participation in line management and clinical supervision and engagement with discussions around team participation and development * Evidence of a proactive and co-operative team approach including sharing of information and learning as appropriate and participation in key team activities * Evidence of competency and training in the use of TCM and the sharing of critical clinical information within and outside the team in all forms |
| Service and Community Liaison | * Support the Mental Health Promotions Officer, headspace Barwon and Primary Mental Health Team in the provision of education, consultation and liaison services to the wider JIGSAW team, other specialist Mental Health teams and Primary care workers on the early identification and treatment of young people experiencing mental illness including psychotic and non-psychotic disorders. * Assist in the development and maintenance of effective linkages to key agencies and community groups including protective services and the emergency services, Local Council Services, schools, further education facilities and primary care. | * Evidence of consultation, liaison and training to other service providers as agreed |

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| Quality & Risk Management | * Maintain awareness and adherence to Barwon Health policies and procedures at all times * Maintain awareness and adherence to clinical and professional standards and clinical practice guidelines pertaining to aspects of service delivery for the service * Participate in continuous improvement, EQUIP4 & NSMHS programs relevant to the youth team and as directed by the Clinical Coordinator * Maintain daily statistics and produce reports as directed relevant to all clinical activities including outcome measurement tools * Participate in team discussion and analysis of data provided though the quality and risk management framework and team specific recorded data to support ideas for continuous improvement activities for the youth team * Utilise the Riskman protocols to record incidents relevant to risk management on all levels. | * Evidence via line management records of understanding and compliance with BH policies and procedures and clinical and professional standards * Regular participation in relevant youth service quality projects in line with organisational mission and values and the management team of the youth program * With support from the Clinical Coordinator, demonstrate pro-activity in relation to the initiation and completion of minor quality improvement projects within the youth health service and as identified through line supervision records * Participation in review of practices and improvement projects * Compliance with all Mental Health & Drug Alcohol Service clinical team audits and recommendations. * Evidence of support provided to service enhancement research activities that have been determined appropriate by the team and wider Barwon Health Mental Health Community Health services and Barwon Heath organisation * Current and updated registration/practising certification that is discipline specific * Participation in annual review of position description and completion of an annual performance appraisal * Participation in management of performance issues that may arise in accordance with Barwon Health Policy where directed by the Clinical Coordinator or Program Manager * Completion of contact statistics and outcome measures in timely manner |
| Information Management | * Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained * Abide by the Organisation’s requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department * Ensure patient information is accurate and only released in line with the Health Records Act requirements | * Documentation audits |

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| Occupational Health and Safety (OHS) | * Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service * Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan * Assist in the planning, development and implementation of OHS measures * Demonstrates a commitment to health and safety in line with Barwon Health OHS policies and procedures, training requirements and legislative/regulatory requirements * Ensures that mandatory OHS training is kept up to date | * Evidence of compliance with OHS policies and procedures * Participation in team meetings where key OHS issues are discussed and resolved * Evidence of hazard and incident reporting using RiskMan * Maintains compliance with mandatory OHS training requirements |
| Other Duties | * Exhibits a commitment to the Barwon Health’s values including team based above and below the line behaviours * Undertake special projects or reports required by the Manager on a wide range of issues * Report all incidents through the incident management system * Practice in accordance with the relevant health care or industry standards * Demonstrate an understanding of appropriate behaviours when engaging with children * Complete mandatory training and education * Comply with relevant Barwon Health policies and procedures * Participate in quality improvement activities * Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness | * Barwon Health values modelled at all times * Professional Development Review * Demonstrated use of incident management system * Adherence to applicable health care or industry standards * Demonstrated completion of mandatory training * Adherence with Barwon Health policies and procedures * Adherence with Child Safe Standards * Active participation in required quality improvement activities |

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| KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/Developing%20your%20Workforce/_layouts/15/WopiFrame.aspx?sourcedoc=/corporate/workforce-and-culture/Developing%20your%20Workforce/Documents/Leadership%20Capability%20Framework.doc&action=default&DefaultItemOpen=1) - Leading Self | | | |
| AWARENESS OF SELF | COMMUNICATE | RELATIONSHIPS | RESULTS |
| **Builds and maintains resilience:**   * Monitors own emotional reactions when under pressure * Focuses on the positives in difficult situations * Bounces back from setbacks | **Communicates clearly:**   * Obtains and provides accurate information to consumers and colleagues utilising principles of Health Literacy * Has the courage to respectfully have ‘difficult’ conversations * Discusses issues thoughtfully without getting aggressive | **Works in teams:**   * Works cooperatively with others to achieve shared objectives * Contributes to maintaining an environment of trust | **Supports a shared purpose:**   * Understands Barwon Health’s mission, vision and values and can explain how they are relevant to work * Holds self and others responsible for achieving results |
| **Demonstrates commitment to personal development:**   * Evaluates own strengths and areas for development * Seeks feedback from others on own performance and development * Seeks development opportunities | **Listens, understands and adapt to others:**   * Listens actively to others * Focuses on gaining a clear understanding of others’ comments by asking clarifying questions and reflecting back | **Develops others:**   * Recognises and praises others for their contributions and accomplishments * Provides respectful and timely feedback to others | **Displays openness to change:**   * Responds in a positive and flexible manner to change and uncertainty * Listens with an open mind to others when they propose new solutions and different ways of doing things |
| **Exemplifies personal integrity and professionalism:**   * Acts in alignment with the Barwon Health Values and Code of Conduct at all times * Reports instances where the behaviours of others are inconsistent with the Barwon Health Values and Code of Conduct | **Influences positive outcomes:**   * Provides ideas and information to individuals and in group discussions, in keeping with the Barwon Health Values | **Values individual differences and diversity:**   * Recognises the positive benefits of diversity * Is sensitive to culture norms and expectations * Puts themselves in others’ shoes to accept and value different perspectives | **Takes accountability for achieving quality and excellence:**   * Establishes and maintains effective consumer relationships * Sets SMART (Specific, Measureable, Agreed Upon, Realistic, Time-based) goals, strives to meet and exceed goals, reports on progress * Shows initiative |

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| **KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:** |
| **QUALIFICATIONS -**  ESSENTIAL:   * Formal professionally recognised qualifications in Psychiatric Nursing, Occupational Therapy, Social Work or Clinical Psychology * Nurses should be registered with the Victorian Nursing Council and have post graduate qualification in mental health nursing. * Current Victorian Drivers Licence. * A qualification specialising in Alcohol and other Drugs or Addiction studies, equivalent or above the Certificate IV in Alcohol and Other Drugs work, or a willingness to work towards this.   **EXPERIENCE and/or SPECIALIST KNOWLEDGE -**  DESIRABLE:   * A demonstrated high level of clinical skills in the assessment and treatment of young persons with mental health disorders in a community setting. * Developed clinical decision making skills, particularly around the management of risk in relation to young people. * Knowledge of the underlying principles, clinical care and best practice models associated with youth mental health, in particular those pertaining to evidence based treatment for mental illness occurring during youth. * Knowledge of key homelessness policy frameworks and strategic plans * Excellent verbal and written communication skills. * Advanced skills in the effective participation in a multi-disciplinary team. * The ability to maintain effective work relationships and clinical effectiveness in an environment which is often pressured and characterised by competing demands. * Thorough knowledge of the objectives and provisions of the Mental Health act (1986) and its recent amendments. * Computer skills in Word, Excel, Outlook. * An understanding of and commitment to the principles and systems of continuous improvement in the access to and delivery of youth health service. * Flexibility in coping with organisational change |