

Position Description

Senior Clinical Supervisor (Occupational Therapy)

Location:	Various locations
Department:	Clinical Practice
Level:	HS6
Employment Type:	Maximum Term, 0.6 FTE
Approved By:	Simon Dodd _____
Date Approved:	November 2021 _____
Agreed By:	_____
Date Agreed:	_____

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

At headspace, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all headspace employees are expected to undertake their work in accordance with the headspace values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people
- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services



4. HEADSPACE VISION FOR RECONCILIATION

The headspace vision for reconciliation is an equitable Australia where the 60,000 year old cultures and continuing connection to Country of Aboriginal and Torres Strait Islander peoples are respected and celebrated. This future Australia is united by the understanding of our shared past, upholds the rights of Aboriginal and Torres Strait Islander peoples, and embraces self-determination and diversity. The headspace Reconciliation Action Plan formalises our commitment to reconciliation and to strengthening the social and emotional wellbeing of Aboriginal and Torres Strait Islander young people and communities.

5. COMMITMENT TO CHILD SAFETY

headspace is committed to being a child safe and child friendly organisation that recognises, respects and promotes the rights of children, young and vulnerable people. We recognise our responsibilities in keeping young people safe from any abuse from or by our employees and volunteers and will ensure that the safety of young people is always our first priority. headspace has a zero tolerance policy to child abuse, harm and neglect.

6. POSITION SUMMARY

The Senior Clinical Supervisor (Occupational Therapy) is responsible for assisting headspace Supervision Manager Early Career Program in the coordinating a team of allied health supervisors. Specifically, this role will be responsible for ensuring that all workforce program activities meet Occupational Therapy Board of Australia's accreditation requirements for all Occupational Therapy students and graduates in the Early Career Program.

The Senior Clinical Supervisor (Occupational Therapy) will support in maintaining and developing key stakeholder relationships, including university representatives and peak bodies across multiple allied health disciplines.

The role will contribute to setting of priorities, monitoring of key program milestones and the implementation of the national roll out of the Early Career Program.

The role will be highly experienced in project management to develop and implement various projects as part of the headspace Early Career Program.

7. POSITION CONTEXT

The position reports to headspace Supervision Manager Early Career Program and is responsible for assisting in the coordination and delivery of supervision and senior clinician support for the Early Career Program. The headspace National Workforce Planning & Development program works to build a sustainable and highly skilled youth mental health workforce across the headspace service network and Australia.

The primary objective of this program is to identify opportunities to grow and support the headspace workforce through a variety of development, capacity building, evaluation and advocacy projects.

This Early Career Program seeks to develop the capacity and skills of graduate and student allied health professionals (social work, psychology, and occupational therapy), providing a quality and comprehensive holistic youth mental health clinical vocational program.



The Senior Clinical Supervisor (Occupational Therapy) will work with the Senior Clinical Supervisors (Social Work and Psychology) and the broader workforce team to successfully deliver outcomes for the program. The incumbent will work with other departments within headspace National to support effective knowledge transfer and collaboration on projects.

This role sits within the new Early Career program of the Clinical Practice Division.

8. KEY RESPONSIBILITIES/OUTCOMES

Responsible for supporting the implementation of the supervision requirements of Early Career allied health providers, troubleshooting challenges faced by the program, regularly assessing timelines, and ensuring the submission of quality deliverables, as per the Project Plans. This will include, but is not limited to, the following:

- Contributing to establishing structures and processes that ensure all headspace students and graduates have their supervision requirements fulfilled.
- Contributing to strategic planning, development, and implementation of the headspace Early Career program.
- Assisting in monitoring the program's progress against the agreed timeframes and deliverables and making strategic decisions and adjustments as required to ensure the timely and successful delivery of the program.
- Engaging with the peak bodies of relevant allied health disciplines to ensure the Early Career program is meeting registration and accreditation requirements.
- Contributing to the data reporting, monitoring and evaluation of the initiatives, in line with the agreed reporting schedules and Evaluation Frameworks.
- Supporting the establishment of practices to ensure high quality knowledge transfer and good practice across the teams.
- Supporting Clinical Educators and Supervisors in their roles and activities in headspace centres.
- Facilitating discipline specific communities of practice.
- Assisting in the preparation of program related reports for the Head of Workforce Planning & Development, headspace Executive and DoH, or other requests.
- Supporting and contributing to the coordination of professional development opportunities to a team of allied health supervisors.
- Building the headspace culture and engagement of our people through effective people leadership and management at both the team and individual level, including:
 - Create and maintain a responsive and respectful workplace culture that integrates the headspace values.
 - Ensure that staff understand what is required of them, have development plans in place and are provided with timely performance feedback.
 - Provide effective leadership to drive the performance and outputs of the team.
 - Monitor and evaluate and manage staff performance to enable individual and team professional growth and development, addressing staff performance issues as required according to documented policies and procedures
- Provision of supervision to a small number of students and graduates if required.
- Contribute Occupational Therapy discipline specific expertise to the Early Career Program.
- Other duties consistent with the position where required and/or requested by headspace Manager Supervision Early Career Program, the National Manager Workforce and the Head of Workforce Planning & Development.



9. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

9.1 Essential

- Qualification in Occupational Therapy and AHPRA registration as an Occupational Therapist.
- Demonstrated experience in clinical supervision for allied health clinicians in a youth context.
- Demonstrated relevant project/program management experience.
- In depth knowledge of the allied health registration and accreditation pathway.
- Experience in the development and delivery of training and resource packages.
- Demonstrated working knowledge of youth mental health policy and frameworks.
- Exceptional interpersonal, communication and organisational skills with the ability to operate effectively at a national level and build relationships and strategic partnerships with stakeholders including key government, non-government and community partners.
- Highly organised and has exceptional time management skills.
- Willingness to contribute to integrated research and evaluation of the Early Career Program
- Capacity to travel.

9.2 Desirable

- Experience and knowledge of working in a headspace service.
- Training in provision of supervision of allied health professionals.

10. POLICIES AND WORKPLACE PRACTICES

All headspace employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of headspace
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times

