

Position Description

Senior Clinician, Intake



Purpose of Position

The role of the Senior Clinician – Intake is to provide clinical support and leadership to the multidisciplinary team based in Wollongong, ensuring efficient, effective, safe and high-quality client management and clinical service delivery consistent with best practice guidelines. The Senior Clinician reports to the Manager, Primary Mental Health.

This position operates in Primary Mental Health which aims to provide access to effective, low cost treatment for people with a mental illness who may not otherwise be able to access services.

This role will also work under a person centred, recovery philosophy and collaboratively with other programs and key stakeholders including General Practitioners, Local Health District Clinicians, non-government organisations (NGOs) and government organisations to provide high quality outcomes for consumers and their families and carers.

Decision Making

The Senior Clinician reports to the Manager, Primary Mental Health and:

- Consults with and makes recommendations to the manager to achieve the goals and plans of the organisation.
- Identifies areas for improvement in relation to their role, the team and at an organisational level and collates information to develop appropriate responses, including the implementation of solutions through delegation.
- Makes recommendations to the manager regarding decisions outside delegated authority.

Responsibilities

- Provide consumer focussed, short term, goal oriented psychological interventions to vulnerable and disadvantaged adults and/or children and their families requiring primary mental health services
- Provide mental health assessments and interventions according to contemporary evidence based practice and provide reports to relevant stakeholders
- Be the central point of contact for support around Escalations of Care across Primary Mental Health and Psychosocial Support streams within GPH
- Provide the minimum number weekly sessions specified by your manager in accordance with funding and operational requirements
- Actively participate in the intake process to ensure that referrals are responded to in a timely manner
- Deliver group work and/or training as required while adhering to guidelines set down by funding bodies, professional organisations, and in accordance with organisation policies and procedures
- Participate in multidisciplinary clinical and team meetings and case conferences that contribute to high quality outcomes for consumers and their families and carers as delegated by your manager
- Represent GPH at internal and external meetings, provide support, share information and training, and actively participate in promotion of the services

- Ensure high quality data is entered into the electronic information management system for all consumers so that minimum data is captured in accordance with funding guidelines
- Ensure family and carer involvement in all aspects of service delivery where possible
- Maintain high standards of file management via the electronic information management system ensuring that accurate clinical notes are recorded and all consumer files are stored in line with legislative requirements and organisational policies and procedures
- Ensure efficient and effective use of technological systems to support clinical practice
- Ensure current registration with and provide services under the national Medicare Benefits Scheme (MBS) Better Access Initiative where applicable
- Identify and engage with key stakeholders to support consumers individual recovery journey and identify mental health needs of the local community and identify and implement appropriate strategies
- Participate in data collection and evaluation processes that contribute to service improvement
- Participate in clinical supervision as negotiated with manager
- Adhere to and comply with relevant regulatory codes and guidelines, including but not limited to Competency Standards and Decision Making Frameworks (DMF) as administered by regulatory bodies including AHPRA and other Professional Peak Bodies
- Participate in education and training including scheduled meetings and conferences as delegated by your manager
- Undertake administrative duties as required in accordance with program and organisational guidelines
- Travel to other regions including overnight stays as required to ensure that program objectives are met
- Prepare recommendations, reports, proposals, document, processes and findings as necessary to meet professional standards and in line with organisational requirements
- Participate in organisation-wide team meetings, collaborative planning activities and quality assurance activities
- Work Health and Safety responsibilities as identified in relevant policies and procedures
- Equity and diversity responsibilities as identified in relevant policies and procedures

In addition to a clinical load, the clinical lead will be accountable for:

- establishing and maintaining effective supervision of salaried and contracted mental health clinicians within the centre
- coordinating and supervising multi-disciplinary student placement, if applicable
- working with Manager, Primary Mental Health to conduct annual performance reviews, supporting development and addressing poor performance amongst clinical staff
- leadership in identifying training needs and implementing solutions

Selection Criteria

1. Current AHPRA registration as an Aboriginal health worker, psychologist or provisionally registered psychologist, mental health nurse or occupational therapist or accreditation with the AASW as a mental health social worker
2. Demonstrated experience in undertaking comprehensive mental health assessments and development of intervention plans in collaboration with consumers and their family and carers
3. Demonstrated skills and experience in providing holistic, evidence-based therapeutic services

4. Understanding of the biological, psychological and social underpinnings of mental health
5. Demonstrated excellent interpersonal, communication and consultation skills.
6. Demonstrated ability to work as part of a team as well as independently.
7. Understanding of legislative frameworks relevant to mental health consumers and families and carers
8. Well-developed skills and knowledge of MS Office software and ability to use clinical information systems
9. Current unrestricted drivers licence and willingness to travel as part of this role

Child Protection

This position is designated as child-related employment. Child-related employment means any employment, where at least one of the responsibilities of the position involves direct contact with children where that contact is not directly supervised. The *Child Protection (Working With Children) Act 2012* and the *Child Protection (Working With Children) Regulation 2013* makes it an offence for a person convicted of a serious sex offence (a Prohibited Person) or a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*, to apply for, undertake or remain in child-related employment. To apply for, undertake and remain in this position you are required to hold a current working with children check. For more information go to:

<https://www.kidsguardian.nsw.gov.au>.

RAP Statement

Our vision for Reconciliation is to improve the health status of the Aboriginal and Torres Strait Islander population by improving access and equity to all health services – shared vision, shared journey – same opportunities, same life expectancy.

Additional Information

Conditions of employment:	National Employment Standards Employment Contract National Criminal Record Check GPH policies and procedures
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