Soothing Minds Counselling & Psychotherapy

Job Description

**Job title: Psychologist – Registered**

**Reporting to: General Manager**

**Salary: Health Professionals and Support Award 2010 – Level 4 – Pay point dependant on experience and skill level, plus 10.5% superannuation**

**Hours: Full-time 37.5 hours (or Part-time prorata)  
Monday – Friday 9am – 5pm**

**Location: Soothing Minds Counselling & Psychotherapy Offices  
220 Henley Beach Road, Torrensville SA 5031**

Purpose of the position

The Psychologist is responsible for working in collaboration with a small multi-disciplinary health care team in the delivery of culturally appropriate psychology services to clients and their families within private practice and the NDIS.

The role will include outreach service delivery from clinic-based and community-based settings in the Adelaide region.

Responsibilities & duties

▌**Responsibility 1** – **Provide psychological services to clients**

* To undertake psychological assessments with clients including, children, young people, adults and families
* Provide high quality psychological assessment and intervention for clients within the context of Mental Health Care in a professional, confidential and culturally safe manner, in keeping with accepted best practice standards. This will include clinic-based appointments, school-based appointments and home visits
* Work collaboratively as part of the multidisciplinary team to coordinate care for clients, including liaising with internal and external service providers, working with the client’s family and friends, and actively participate in case review meetings
* Relate to clients in a manner which is culturally relevant and appropriate to their developmental and cognitive level of functioning and provide services in a person-centred friendly manner
* Conduct bio-psycho-social assessments of clients presenting to the service using evidence-based assessment tools
* Conduct risk assessments, including assessment of suicide risk and violence risk and provide follow up support, referrals and treatment
* Monitor clients for critical changes and initiate appropriate emergency procedure in partnership with acute care providers and medical specialists as indicated
* Knowledge and understanding of, and adherence to relevant legislation, policies and issues impacting on service delivery for children, young people, and adults and their families
* Provide timely follow-up, monitoring and care as directed through health assessments
* To design, evaluate and assist in the implementation of evidence based psychological interventions
* To design, evaluate and assist in the implementation of (NDIS) Positive Behaviour Support Plans
* Prepare and assist in the implementation and review of individual plans for clients
* To consult and liaise regularly with families, carer’s advocate and significant others.
* Deliver psycho-educational sessions and in-service education sessions in areas relevant to child and youth psychology and service provision to organisational staff, community organisations or community groups as appropriate and required
* Incorporate a holistic approach to health care that incorporates health promotion activities according to community and organisational priorities
* Ensure information is recorded accurately and in a timely manner in the electronic health record system, and that records are maintained in accordance with APS standards
* Ensure maintenance of privacy and confidentiality in relation to client information in accordance with organisational policy, cultural protocol and professional ethics and guideline
* Work closely with reception staff to ensure that booking and billing of clients is completed efficiently and accurately
* Actively maintain knowledge of the application of the NDIS relevant to your job role and ensure information about completed NDIS items is effectively captured for accurate processing of claims

▌**Responsibility 2** – **Clinical Research, Advice and Support**

* Conduct relevant research to assist in the improvement and evaluation of Social Heath services in consultation with senior manager or delegate
* Contribute to the design, development, and evaluation of the SMCP’s mental health and psychological programs and services
* Provide clinical advice, peer supervision and debriefing to staff as required; and
* To participate in ongoing supervision with supervisor as per professional body standards.

**▌Responsibility 3 – Administrative**

* To maintain up to date, accurate and comprehensive records and case notes in accordance with SMCP policy, APS and best practice standards.
* To attend team meetings and casework supervision meetings as required.
* Write assessments and reports in a timely manner.
* Maximise NDIS billings / claims through effective and timely clinic and patient records processes
* Maintain accurate client records, including the collection and collation of statistical information in order to forecast demand for services and allocation of budgets
* Provide periodic performance and evaluation reports to the General Manager as required
* Adhere to National Disability Insurance Scheme (Incident Management and Reportable Incidents) Rules 2018.
* Adhere to National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018;
* Adhere to ethical standards of clinical and research practice in accordance with APS policy frameworks.

**▌Responsibility 4 – Training and Development**

* To attend relevant training as required

**▌Responsibility 5 – Policies and Procedures**

* Comply with SMCP policies and procedures, and relevant legal and ethical standards, including accountability, ethical practice, duty of care, confidentiality, relevant accreditation standards and workplace health and safety

**▌Responsibility 6 – Child Protection**

* Report to Department of Child Protection (DCP) all cases of suspected risk of harm to children and/or young people as per the Policies and Procedures
* Assist in the reporting and investigation of all relevant issues as prescribed by the Ombudsman SA.
* Report to the NDIS Quality and Safeguards Commission any reportable incident

**▌Responsibility 7 – Self-Management and Team Contribution**

* Maintain confidentiality in line with Code of Conduct and comply with all SMCP Policies and Procedures
* Work as part of a multi-disciplinary team including GPs, Health Workers and Allied Health staff
* Provide supervision as appropriate to less experienced staff, Health Workers, Allied Health Assistants and students and provide in-service education in areas relevant to psychology service provision as required
* Provide input into the development of clinical practices, procedures, and protocols within the work area
* Participate in quality and service improvement activities to continually improve client care
* Comply with all professional development requirements for maintenance of registration as a Psychologist with the Psychology Board of Australia
* Participate in scheduled performance appraisals; undertake further training and skills development identified for optimum ongoing performance in the job role
* Actively participate in professional development including continuing education opportunities provided through the organisation and regular clinical and cultural supervision
* Work within the legal and ethical frameworks required by the organisation and the psychology profession
* Streamline procedures for seamless client care within SMCP and with external providers
* As an employee, work in a healthy and safe manner and encourage others to do the same; comply with all warning and safety signage; report or rectify any unsafe conditions; adhere to SMCP’s Workplace Health and Safety policies and procedures
* Relate to other work peers within SMCP and other Government and Non-Government organisations/ services doing similar work.
* Ensure the developments of therapeutic relationships with clients of the service are maintained professionally; and
* To communicate with referring agents and clinicians in the community involved in the ongoing management of individual consumers and their carers.

**▌Responsibility 8 – Foster Linkages**

* Work to foster productive relationships with all clinics, program and support staff, relevant partner organisations within the communities and appropriate cultural connections within the communities
* Work to foster productive working relationships with relevant government departments, schools, hospitals, key providers, and other specialist providers including network with other Psychologists within the region

**Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence, training and scope of practice.**

Selection Criteria

**Below are the essential (unless otherwise indicated) qualifications and experience a person requires in order to successfully fulfil the responsibilities of this position. An applicant must provide specific information and examples of how you can meet each of these criteria in your application in order to be considered for this position.**

1. A comprehensive understanding of the mental health issues impacting the lives of children, youth, and adults and a strong commitment to improving health outcomes
2. Demonstrated understanding and commitment to the philosophy and practice of a Mental Health Service and the ability to work sensitively and effectively with children, youth, and adults
3. Demonstrated skill in working in a primary care setting, in particular the ability to work as part of a multidisciplinary team with a sound understanding of your role as Psychologist delivering services for children, youth and adults and their families in this context
4. Demonstrated experience in the provision of clinical, evidence-based assessment and interventions with children, youth and adults and their families that present with mild to moderate mental health conditions or complex presentations related to, for example, disability, trauma, substance misuse, grief and loss, or family relationships
5. Demonstrated ability to work with minimal supervision and/or in as a sole professional in this environment
6. Demonstrated ability to engage in mentoring and supervision of other Allied Health / less experienced staff and providing education/training in psychology related areas within this primary health care context
7. Demonstrated effective verbal and written skills with particular emphasis on interpersonal communication skills, establishing trust and rapport, maintaining confidentiality and record keeping
8. Demonstrated competence in use of information technology, internet and desktop applications, e.g., electronic client record systems, Outlook, Word, Excel and database packages

Qualifications / Experience

**Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the General Manager, prior to the commencement of clinical duties**

* The successful applicant must hold at least a tertiary degree (or equivalent qualification) in Psychology with general registration as a psychologist, or registration with endorsement as a Clinical or Counselling Psychologist with the Australian Health Practitioner Regulation Agency (APHRA) – Psychology Board of Australia
* Current full membership (or eligibility and willingness to gain membership) of the Australian Psychological Society and demonstrated ability to comply with the profession’s code of ethics and practice in accordance with legislation affecting psychology practice for maintenance of registration with the Psychology Board of Australia
* Experience in providing assessment, intervention and case management services to children, youth, and adults is highly desirable

Practical Requirements

* Current C Class Drivers Licence (SA) – essential
* Current CPR and First Aid Certificate
* Current DCSI (Working with Children and young people) or willingness to apply for
* Satisfactory National Police Check
* NDIS Worker Screening
* Willingness to work flexible hours as required, including the requirement to travel, and stay overnight for specific requirements work
* Willingness to travel by road and small planes

Knowledge

* Demonstrated advanced practice skills and an ability to undertake psychological testing and assessments covering a broad range of presentations
* Knowledge and ability to use evidenced based psychometric assessment tools, including the capacity to provide psycho-educational and therapeutic group programs to parents, children, and family groups
* Ability to develop and implement treatment and recovery plans for individuals, groups and families as required
* Well-developed oral and written communication skills, interpersonal skills and computer proficiency, including the ability to use client information management systems
* Capacity to work effectively both independently and as part of a multidisciplinary team, demonstrate accountability and willingness to take direction and provide written reports.
* Understanding of Addiction, substance misuse and Mental Health Disorders

Relationships

|  |  |
| --- | --- |
| **With** | **Purpose** |
| 1. General Manager | The Psychologist reports to the General Manager, will follow directions, and is responsible for providing psychological services to clients. Failure to provide these services in an efficient and effective manner will result in disruptions in the provision of services. |
| 1. Therapists | The Psychologist will work in collaboration with other members of the allied health team and is responsible for providing psychological services to clients. |

WORKING CONDITIONS

Environmental Conditions

The office may be a busy facility. The Psychologist may have to manage several projects at one time and may be interrupted frequently to meet the needs and requests of staff, clients and public. The Psychologist may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

(The nature of adverse environmental conditions affecting the incumbent)

The Psychologist must be ready to respond quickly and effectively to many types of situations, including crisis situations. The Psychologist must also have a confidential recording system that can be quickly secured if the Psychologist is interrupted. The Psychologist must also be prepared to manage their own stress.

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Psychologist must be able to prioritize situations and manage time and may find that they are needed at irregular hours causing fatigue and stress. The Psychologist may experience stress and stress related symptoms due to interacting with clients in crisis. The Psychologist may be exposed to illness and unsanitary conditions so must take care to protect their own health. They may also have to manage physically threatening clients and be prepared to be responsible for their own safety.

Sensory Demands

(The nature demands of on incumbent’s the senses)

The Psychologist will be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The Psychologist may experience a number of unpleasant sensory demands associated with the substance use and/or behavioural addiction, and the lack of personal care of the client.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Psychologist must monitor their own time and stress levels to ensure that they are able to effectively assist clients. Workers may find that they are interrupted and may have to quickly assess situations to respond appropriately. The workload may be unpredictable and difficult to manage at times. The Psychologist may be placed in a situation where his/her own life may be threatened as well as life-threatening situations for others such as instances of attempted suicide.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I have read and understand the responsibilities assigned to this position

General Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Performance review period: Every three months

Next review date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.