

## Western District Health Service Position Description

*Integrity Innovation Collaboration Accountability Respect Empathy*

<b>Position Title</b>	Psychologist
<b>Position reports to</b>	Mental Health Team Leader
<b>Classification</b>	PK1 (Grade 2 Year1)
<b>Direct Reports</b>	Nil
<b>Award/Enterprise Agreement</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists Agreement)
<b>Mandatory Qualifications</b>	Meets the requirement for General registration as a Psychologist with Australian Health Practitioner Registration Authority (AHPRA)
<b>Mandatory Experience</b>	Mental Health experience in acute/community mental Health settings
<b>Location</b>	WDHS Hamilton Campus
<b>Mandatory compliance Requirements</b>  <i>Mandatory requirements before employment and to be maintained during employment</i>	<ul style="list-style-type: none"> <li>• Police check</li> <li>• NDIS</li> <li>• WWCC</li> <li>• Driver's License</li> <li>• Rights to work in Australia</li> </ul>

### About WDHS

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians and Glenelg Shire community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services, and we are dedicated to living our values of: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy.

**Be Yourself** - We value the unique backgrounds, experiences and contributions that our staff and visitors bring to our service. First Nations people, those identifying as LGBTQIA+, people of all ages, with disabilities and culturally and linguistically diverse people are encouraged to apply.

### Our Values

<p><b>Integrity:</b> <i>We will be open and honest and will do the right thing for the right reason.</i></p>	<p><b>Innovation:</b> <i>We will boldly break new ground and improve the way things are done.</i></p>	<p><b>Collaboration:</b> <i>We will both lead and work together with others in teams and partnership.</i></p>	<p><b>Accountability:</b> <i>We will take responsibility for our decisions and actions.</i></p>	<p><b>Respect:</b> <i>We will value all people's opinions and contributions.</i></p>	<p><b>Empathy:</b> <i>We will endeavour to understand other peoples' feelings and perspectives.</i></p>
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### Our Mission

### Our Vision

We enable physical, social and community wellbeing through:

- Building awareness of health and preventing ill-health;
- Providing highest quality, safe and contemporary service and
- Leading and supporting our communities.

*Creating Australia's healthiest rural community*

### About the Role

As an active participant of the WDHS Mental Health Team you would be expected to contribute into the multi-Disciplinary Team discussions relating to providing positive patient care outcomes. You will also manage a caseload of medicare funded patients from GPs in the region under a Mental Health Care Plan. Referrals may also be generated by other funding sources such as TAC, Veteran Affairs, NDIS etc subject to your scope of practise.

### Inherent Requirements

- To provide a confidential and effective Psychological Assessment/counselling service to community members residing in the Southern Grampians and Glenelg Shire.
- Strong counselling and assessment skills to develop appropriate treatment goals, strong advocacy and coordination skills to develop these plans and recognising when to work in collaboration with other WDHS Allied Health services such as Physio Department, Occupational Therapy, Dieticians, Podiatrists etc.
- Duties will involve working with the client and referring professional (eg. GP) with treatment planning, goals and treatment communication.
- Active outreach support in a person's home environment or nearest WDHS campus may be required.

*Creating Australia's Healthiest Rural  
Community*

### Performance Measures/Key capabilities

**Psychological assessment** - A comprehensive biopsychosocial assessment is conducted on all clients at commencement of a 'Psychology' episode of care consisting of collecting information related to Mental State Examination, Risk Assessment and biopsychosocial considerations. Completion of required assessments and reports as per the funding stream compliance requirements and any other evidence based, skill specific Psychological Assessment the Psychologist is trained in.

**Problem Identification** - As the outcome of a psychological assessment process, identifying and labelling behavioural, cognitive, and emotional, health and social problems of the client should be conducted as a collaborative activity with the client, with reference to the reasons for referral, and within the broader multidisciplinary healthcare context.

This includes identifying psychosocial factors relating to patient's presentation and psychosocial problems associated with the disease process.

**Psychological Treatment / Intervention** - Treatment involves:

- Clinical interventions for clients with the purpose of understanding, relieving and solving psychological disorders: emotional disorders, behavioural problems and physical health conditions.
- Designing and carrying out treatment programs of psychosocial disorders to reduce mental illness severity and increase mental health recovery and promote early health seeking behaviour.
- Treatment approaches and interventions utilised are identified as best practice and evidence-based by the research literature.

#### **Leadership, administration and management**

- Engagement in a leadership and supervisory role in relation to the psychology, counselling and social work services.
- Collaboration with Primary and Preventative Health management for the purpose of improving the development and implementation of services, the activities of health professionals, the delivery of healthcare, and the continuous improvement of the healthcare system.
- Promoting biopsychosocial concepts of health as integral to health-care practice.
- Timely completion of the recording and reporting requirements under each funding stream a patient is referred under.
- Written or verbal communication with other members of the multidisciplinary team as appropriate and with the clients understanding and consent. Attending Multidisciplinary Team meetings when this is appropriate.
- Attending and participating in WDHS Mental Health Team meetings as scheduled.

### Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

**Employees have a responsibility for:**

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

### Inherent Physical Requirements

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ moving wheeled equipment</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste</li> <li>▪ To participate in emergency procedures as required</li> <li>▪ <b>shift work in most roles</b></li> <li>▪ <b>3 COVID Vaccinations required</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ generic maintenance work</li> <li>▪ working at heights or ladder use</li> <li>▪ generic out door work</li> <li>▪ pushing, pulling trolleys</li> <li>▪ lifting, carrying, pushing and pulling sitting, standing, bending, reaching, holding</li> <li>▪ moving wheeled equipment</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste</li> <li>▪ To participate in emergency procedures as required</li> <li>▪ <b>shift work in some roles</b></li> <li>▪ <b>3 COVID Vaccinations required</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys</li> <li>▪ filing</li> <li>▪ <b>shift work in some roles</b></li> <li>▪ To participate in emergency procedures as required</li> <li>▪ <b>3 COVID Vaccinations strongly encouraged</b></li> </ul>

### Note to All Employees

- All Employee are strongly encouraged to hold 3 COVID Vaccinations and adhere to the WDHS Influenza and vaccination policy to eligible employee. This includes having the recommended annual Seasonal Influenza vaccination.
- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within six (6) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

<b>Date of Creation</b>	7/01/2026	<b>Date of Review</b>	7/01/2026
<b>Document Owner</b>	Executive Director People & Wellbeing	<b>Reviewer</b>	Executive Director People & Wellbeing
<b>Employee Signature</b>		<b>Date</b>	