

POSITION DESCRIPTION

1. POSITION TITLE Registered Psychologist	2. POSITION LOCATION/S Newcastle, Hunter and Manning Regions	3. DIRECT MANAGER Executive Manager Therapeutic Services
4. SERVICE AREA The Rosewood Centre	5. CLASSIFICATION Health Professionals and Support Services Award – Health Professional Level 2	6. POSITION STATUS Full time/part time

7. POSITION SUMMARY

The position of Psychologist is responsible for providing professional counselling support and clinical assessments to individuals, couples and families through face-to-face and telehealth services at our Rosewood Centre locations. The Psychologist is part of the Counselling and Clinical Services Team, and will be under the supervision of the Executive Manager Therapeutic Services who is a Psychologist, with clinical supervision and support available via senior psychologists and clinical supervisors. The role is held accountable to AHPRA's 2025 Code of Conduct for Psychologists.

8. PERSONAL ATTRIBUTES / SELECTION CRITERIA

Essential

- Commitment to the Mission, Vision and Values of CatholicCare.
- Experience in a mental health/counselling setting; and with eligibility to obtain a Medicare provider number.
- Relevant experience in, or capability to provide individual, family or relationship counselling to clients across the lifespan.
- Experience in the provision of short term as well as longer term counselling utilising a range of therapeutic modalities.
- Experience in, or willingness to provide a variety of psychometric and other assessments (such as autism assessments, cognitive, achievement and developmental assessments).
- Experience in and willingness to work in a multidisciplinary team.
- Highly developed verbal and written communication skills.
- Highly developed interpersonal skills, including: the ability to build rapport with clients; the ability to create a positive client/customer experience in and outside of the counselling room.
- Ability and/or experience working in a fast paced clinical environment.
- A willingness to work across various sites, depending on need.
- A current Working With Children Check for paid employment and NDIS Workers clearance or willingness to obtain.

Desirable

- Experience in providing EAP
- Experience in facilitating training to organizations
- SIRA accredited and willingness to do some workers compensation therapeutic interventions.

9. QUALIFICATIONS/LICENCES

- Tertiary Qualifications in psychology.
- Fully registered psychologist with AHPRA (and endorsement for Clinical Psychologists)
- NSW Driver's Licence

10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth services, community services, refugee service, mental health and Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.

11. MISSION – VISION- VALUES

Our Mission

CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.

Our Vision

For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.

Our Values

Respect – We show consideration for ourselves and others, whilst recognising each other's differences

Justice – We believe in, actively seek and encourage, equality for all

Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.

Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement

Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.

12. PERFORMANCE

Key Performance Area	Key Tasks	Performance Indicators
Direct service provision	Provide individual, relationship	Successful outcomes for

	and family counselling utilising a variety of evidenced based therapy modalities via short or long term counselling options including Full fee paying, Medicare, Employee Assistance Program Referrals, SIRA and other funding as available. Conduct psychological, cognitive, developmental and other assessments (including autism assessments). Appropriately respond to Critical incidents, providing psychological first aid (according to experience, supervision and training). Facilitate group training as required. Liaise with clients' relevant treating health professionals or other relevant contacts as needed and with client consent. Complete psychological assessments and reports if requested by relevant party, as per TRC workflows and procedures. Manage a caseload in consultation with the Executive Manager.	Clients and positive feedback. Discussion with Manager or Clinical Supervisor during supervision in relation to service provision. Contemporaneous evidence of service provision including completion of relevant clinical notes/admin tasks after each counselling session in PMS. Increased indirect and direct Referrals. Complete psychological reports within a timely manner as per TRC workflow. Complete 5 sessions per day (or 5 billable hours) on average over the month.
Service Quality	Ensure the clinical and administrative standards are maintained in accordance with Requirements. Liaise with other community organisations for the purposes of information gathering, referral, networking and promoting CatholicCare and its services as needed. Facilitate the development of other CatholicCare programs and where appropriate, provide assistance and expertise Contribute to business development and participate in associated activities.	All records are completed in accordance with established documentation protocols and within the Code of Conduct for Psychologists (AHPRA). Evidence that counselling sessions are timely and completed within the recommended time frame of 50-60 minutes or as per quote. Evidence of supervision and professional development activities undertaken. Evidence of clear and detailed note taking/summaries in relation to counselling sessions and other services provided.

		Attendance and involvement in group work and service improvement activities. Increased referrals to the counselling team.
Performance Development	Participate in staff meetings as required. Participate in regular clinical supervision and performance evaluation. Actively engage in ongoing professional development activities supporting the work of a provisional psychologist. Attend and actively participate in all service-training sessions.	Attendance at internal and/or external supervision, performance evaluation sessions and internal and external training.
Systems and policy	Adhere and contribute to agency policy and procedures, including TRC "hub". Maintain high level of confidentiality and awareness of vulnerable people and fulfil the duties of a Mandatory Reporter where required. Follow safe work practices and adhere to all WHS policy and procedure.	Confidentiality is maintained at all times as per The Code of Conduct for Psychologists, but subject to organizational reporting requirements for the safeguarding of children and vulnerable adults as per Office of Safeguarding requirements. Staff receive feedback on meeting outcomes in a timely and positive manner. Staff reflect a positive attitude and proactive engagement in service delivery, service growth and associated changes in practice. The staff member will work in a competent and safe manner.

13. KEY RELATIONSHIPS & COMMUNICATIONS

RELATIONSHIP	PURPOSE & FREQUENCY
1. Executive Manager, Therapeutic Services	As needed for direction and issues that arise/ key issues reporting.
2. Supervisor	for clinical supervision at required frequencies
3. Referring Parties	As required for the completion of key tasks

4. Other programs within CatholicCare	As required for the completion of key tasks
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14. SIGNIFICANT CHALLENGES

What?	Why?
1. Working in a multidisciplinary team with high level of activity and often dealing with issues that are sensitive	Issues arise on a day to day basis that can be distressing and also cause re-adjustment of priorities – maintaining a calm and harmonious working environment is a priority.
2. Working across the broader context of Catholic Care and Social Services within a Catholic Diocese	Awareness of wider social services community can be overlooked when working in an individual team – the successes of the TRC is contingent on effective collaboration with external, as well as internal services of the Catholic Diocese.

15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

16. LEGISLATION & CATHOLIC CARE POLICY

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/Head of People and Culture.
- Have a current NSW Driver Licence
- Take reasonable action to familiarise themselves with CatholicCare policies and procedures, and compliance with WH&S laws and regulations
- Not take advantage of their role in CatholicCare for personal gain
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare
- Only make decisions within their delegated responsibilities

17. EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Display a commitment to the Mission, Vision & Values of CatholicCare
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve

- Deal with residents/People We Support in line with relevant legislation
- Attend staff meetings and compulsory education when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / People We Support

P.D Last Reviewed:	April 2025	Next Review is due on:	April 2026
Occupant Name:			
Occupant Signature:		Date:	