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| **POSITION TITLE** | **Mental Health Clinician** | | |
| **REPORTS TO (TITLE)** | Mental Health Team Leader | **DIRECT REPORTS (TITLE)** | N/A |
| **LOCATION** | Location Negotiable | | |
| **CLASSIFICATION** | Health Professional Stream,  The New England, Barwon and North West Slopes Divisions of General Practice Enterprise Agreement 2010. | | |

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| **COMPANY DESCRIPTION** |
| **Vision –** Healthy Communities  **Purpose –** Creating better health for our communities |

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| **POSITION DESCRIPTION** |
| The purpose of the Mental Health Clinician role is to:  • Provide mental health care services to referred individual clients or groups of clients through Government funded programs such as ATAPS and MHSRRA programs, as well as MBS services and privately billed clinical services These services will be provided to support General Practitioners and community members, and to facilitate the delivery of best practice care for people across the New England North West region.  • Provide a comprehensive and integrated multi-disciplinary approach to mental health care;  • Ensure clients are referred to the most appropriate HealthWISE mental health service in a timely manner; and  • Evaluate the effectiveness of the mental health programs and activities, with particular regard to health outcomes and cost effectiveness.  The Mental Health Clinician will possess and apply specialised clinical skills relevant to the role, will work within their scope of practice, and apply their skills, competence and training to provide a standard of services as required by the Australian Health Practitioner Regulation Agency (AHPRA) or relevant professional organisations, such as the Australian Association of Social Workers(AASW).  The Mental Health Clinician will work collaboratively with health practitioners (including general practitioners, medical specialists and allied health professionals), health services (including the Local Health District and Aboriginal Health Services), and other support services to provide an integrated and inclusive approach to mental health care. |

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| **POSITION DESCRIPTION** (continued) |
| The Mental Health Clinician is required to work both independently and as part of the Mental Health and broader HealthWISE team, to achieve the program and company objectives in an effective, integrated and person-centred manner. The Mental Health Clinician will apply their expertise to ensure the delivery of services and programs which meet the needs of clients, carers and the broader community. The Mental Health Clinician shall apply their knowledge, skills, competence and training to achieve the goals and objectives of this program and HealthWISE within timeframes and an approved budget. The position shall add value to all activities and services of HealthWISE. |

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| **KEY RESPONSIBILITIES** |
| Responsibilities include but are not limited to those listed below.  • Work closely with the Mental Health team and the Mental Health Team Leader to plan, implement, monitor and evaluate the program and activities.  • Collaborate with relevant HealthWISE staff and the wider HealthWISE team in program planning, development, implementation and evaluation to ensure a multidisciplinary, coordinated and integrated approach to program and service delivery.  • Provide clinical assessment and high quality care (including the development of a comprehensive care plan) to referred clients, either individually or in groups.  • Become familiar with a range of local services and care providers in the region, and referral pathways, to facilitate linkage to support services for clients and their carers.  • Liaise effectively with referring General Practitioners and other relevant health professionals with regards to the management of referred clients, and provide regular written communication regarding client care.  • Use a ‘no wrong door’ approach to client care, to assess the urgency and appropriateness of client referrals, and triage to the most appropriate HealthWISE service, Mental Health Clinician or sub-contracted health professional.  • Provide input and assist in the development of clinical protocols with reference to evidenced-based practice.  • Prioritise workload demands in a manner that permits timely delivery of clinical services, clinical supervision, consultation and ongoing professional development.  • Work closely with other HealthWISE staff to ensure local communities, General Practices, other health care providers, and support organisations are aware of current HealthWISE services and programs, and to ensure an integrated approach to the provision of health care information and resources.  • Establish and develop communication pathways and partnerships with General Practices, other health care service providers, support services and agencies, to inform service planning, implementation and evaluation, and to ensure the integration of services. |

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| **KEY RESPONSIBILITIES** (continued) |
| • Develop partnerships with Aboriginal Health services and community groups to ensure the education and communication of health issues are culturally appropriate, easily accessible and understood by the Aboriginal and Torres Strait Islander community.  • Investigate, source and develop resources (including presentations) for clients, carers / families, the community and health providers, to support the delivery of the program, in collaboration with the Communications team and the broader HealthWISE team.  • Promote program objectives, activities and events through the media, newsletters and on the HealthWISE website, in collaboration with the Communications team and other members of the HealthWISE team.  • Attend regular meetings with the Mental Health Team Leader and broader HealthWISE team to promote an integrated approach to service delivery and a harmonious team environment; support professional networking and development; and review program planning, progress and outcomes.  • Develop and maintain professional contacts, partnerships and networks as appropriate, and promote collaboration between the HealthWISE and other service providers.  • Collect, collate and record data in HealthWISE database and provide accurate reports to meet program deliverables.  • Record accurate notes and information to ensure compliance with all organisational policies, procedures and legislative requirements, as well as ensuring HealthWISE has up to date information regarding the program.  • Operate within a personal scope of practice, as required by AHPRA, with particular consideration to HealthWISE policies and procedures, program guidelines, personal qualifications and professional expertise.  • Undertake Continuing Professional Development as relevant to the role.  • Ensure confidentiality is maintained in accordance with professional guidelines, and legislative and organisational requirements, to build and maintain trust within key stakeholder groups.  **Other:**  • Display an attitude and behave in a manner that is in keeping with the company’s values (empowerment, equality, client focus, community, passion for excellence, visionary).  • Make a personal commitment to approach all enquiries in a courteous, friendly, supportive, professional, and timely manner that fosters an all inclusive “no wrong door” customer service culture.  • Actively participate in an integrated and holistic approach to service delivery.  • Promote cultural awareness and competence within the HealthWISE team, the primary health care environment, and in interactions with consumers, stakeholders and communities.  • Identify and develop continuous improvement opportunities which enhance and add value to existing processes. |

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| **KEY RESPONSIBILITIES** (continued) |
| • Actively contribute to the growth and financial sustainability of HealthWISE through identifying new business opportunities, efficiencies, cost savings and innovative solutions.  • Comply with HealthWISE policy and procedures and Code of Conduct as well as all relevant legislation and regulatory standards.  • Participate in quality assurance activities, including quality improvement processes, complaints management, record audits, and research activities, as required.  • Other duties as required within the Mental Health Clinician’s skills and experience. |

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| **WORK HEALTH AND SAFETY** |
| While at work, a worker must:   1. take reasonable care for his or her own health and safety, and 2. take reasonable care that his or her acts or omissions do not adversely affect the health and 3. safety of other persons, and 4. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WH&S Act 2011, and 5. co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers |

| **ROLE CRITERIA** | |
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| **ESSENTIAL** | **DESIRABLE** |
| • Registration with the Australian Health Practitioner Regulation Agency (AHPRA) in a relevant discipline, and relevant clinical experience as a mental health clinician working with adults, children and adolescents with mental health disorders.  • Membership of a professional association.  • Demonstrated competency in the delivery of evidence-based therapies in the treatment of mental health disorders.  • Demonstrated ability to provide high quality and responsive client / carer / customer service. | * Experience working remotely with accountability. * Demonstrated understanding of issues affecting Aboriginal people and their health * Demonstrated understanding of Primary Health Care. * Demonstrated understanding of the Medicare Benefits Schedule (MBS) as it relates to the provision of mental health services. |

| **ROLE CRITERIA** (continued) | |
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| **ESSENTIAL** | **DESIRABLE** |
| * Commitment to ethical practice, professional conduct and professional development. * Demonstrated ability to work autonomously in the delivery of clinical services, as well as an ability to work positively and co-operatively within a multi-disciplinary team environment, including with General Practitioners, Medical Specialists and Allied Health Professionals. * Demonstrated attitude and behaviours that are in keeping with the company’s values (empowerment, equality, client focus, community, passion for excellence, visionary). * Demonstrated commitment to the delivery of quality, consistent and continuous health services to local communities.   • Demonstrated time-management, organisational and problem-solving skills, including the ability to meet timeframes and manage priorities in order to meet the requirements of the role and the organisation.  • Demonstrated high level interpersonal skills, including written and oral communication skills.  • Demonstrated skill and experience using a range of computer software packages, including Microsoft Word, Excel and Outlook.  • Ability and willingness to work at occasional weekend and after-hour events.  • Current unrestricted NSW Driver’s Licence and a willingness to travel. |  |

**Key Performance Indicators**

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| **No.** | **Key Performance Indicators – KPIs (refer to Position Description)** | **Measure** |
| **1.** | Provide clinical assessment and intervention to referred clients, either individually or in groups. | Activity levels data |
| **2.** | Record accurate notes and information to ensure compliance with all organisational policies, procedures and legislative requirements, as well as ensuring HealthWISE has up to date information regarding the program. | Clinical Audit results |
| **3.** | Operate within a personal scope of practice, as required by AHPRA, with particular consideration to HealthWISE policies and procedures, program guidelines, personal qualifications and professional expertise. | Activity levels and clinical review |
| **4.** | Attend regular meetings with the Mental Health Team Leader and broader HealthWISE team to promote an integrated approach to service delivery and a harmonious team environment; support professional networking and development; and review program planning, progress and outcomes. |  |