



CLINICAL MANAGER

Position Description

Classification:	Health and Professional Services Award
Location:	Based at Morwell MDC
	Full Time 76 hours per fortnight (negotiable 0.8 only)

APPLICATION INFORMATION

- Application must include statements addressing each of the selection criteria listed. This is most important, as consideration for interview will be based on whether the essential requirements of the position are addressed within your application.
- Applications should include the names and contact details of three referees, including your most recent Clinical Supervisor and Manager, these are required prior to the interview stage.

All applications are to be emailed and marked 'Confidential application for Clinical Manager' and sent to:

Jane Barr, CEO
Email: mail@gippscasa.org

CLOSING DATE: Thursday 31st January 2019; 5:00pm
If you have any further queries regarding this position please contact Jane Barr on 5134 3922.

1. The Agency

- Vision** *To see our communities free of sexual assault and violence*
- Mission** *To enhance the safety and quality of life throughout the Gippsland region by reducing the incidence and impact of sexual assault*
- Values:** *The work of Gippsland Centre Against Sexual Assault and its team members is underpinned by the values of*
- **Empowerment**
 - **Respect**
 - **Dignity**

Gippsland Centre Against Sexual Assault (GCASA) is funded by the Department of Health and Human Services, Victoria. It is managed by an incorporated community-based Board and is funded to provide comprehensive sexual assault services across the Gippsland region (Health Region 5), which extends from Bunyip River to the NSW border at Mallacoota, and from the Great Divide to the sea, including Phillip Island. The primary offices are in Morwell and in Bairnsdale. Outreach sessions are offered in Orbost, Sale, Leongatha and Warragul.

The Agency operates within a framework that actively supports the protection of the rights, integrity, autonomy and dignity of women, men and children who have experienced recent and/or non-recent sexual assault.

GCASA also provides support to their families, carers and other support networks that may include information, resources, counselling and group work. The Agency provides consultancy and professional training for other related industry workers to increase professional knowledge about the incidence, causes and effects of sexual assault, and to develop skills in responding sensitively to people's needs. The Agency provides assessment and treatment for children demonstrating problematic sexual behaviour and to young people demonstrating harmful sexual behaviour.

GCASA works within the community to reduce the incidence of sexual assault, to increase awareness and to build the capacity of community members to appropriately respond. Community development activities that promote social inclusion within and across marginalised groups are an integral part of the organisation's mandate.

GCASA is co-located in a Multidisciplinary Centre (MDC) with its partners, Victoria Police Sexual Offence & Child Abuse Investigation Team (SOCIT) and a smaller Department of Health and Human Services - Child Protection (CP) team. MDCs are funded by the Victorian Government, with MDCs also in Mildura, Seaford, Geelong, Dandenong and Bendigo.

SOCIT investigate reports of sexual assault against adults, young people and children. SOCIT and CP work together to protect the community from harm, ensure child safety and refer people to appropriate support services.

2. The Role of the CEO

The CEO has responsibility for co-ordination of the work of the Agency and oversees, with Board direction, the overall operations. All Agency staff members are accountable to the CEO.

3. Your Agency Relationships

Report relationship

This position is accountable through the CEO to the Board of Governance, for conduct of all work, through supervision, periodic reviews, Agency meetings and other activities.

Relationships with other staff

Responsibility to develop and maintain co-operative working relationships with all staff of the Agency. This role will directly supervise the Senior Clinicians and hold oversight of the Agencies clinical practice.

Organisational Culture

Every employee is authentic in their demonstration of GCASA values in their daily conduct. GCASA is a learning organisation in which employees are enthusiastic, accountable for, and committed to their work. GCASA employees value a multidisciplinary team approach to their work and willingly share their knowledge with each other. The GCASA Board of Governance and the leadership team support employees in their personal and professional development.

4. Responsibilities of every staff member

Occupational Health & Safety

Ensure services and programs are provided in a safe manner by continually reviewing practice.

Report any identified or perceived risks to health and safety in the work place.

Participate in occupational health and safety training where required.

Continuous Quality Improvement

Participate in the development and identification of continuous quality improvement opportunities.

Contribute to internal and external continuous quality improvement activities and functions. This may include, but is not limited to accreditation, planning and review.

Policies & Procedures

Employees are expected to contribute to and comply with all employment and operational policies.

Clinical Governance and Risk

Assist in the identification and ongoing monitoring of clinical governance and risk requirements for GCASA and for the development and review of GCASA Scope of Practice.

Ensure that clinical best practice is the method of service provision and advise where it is believed that this is not evidenced.

Performance Management and Supervision

Actively participate in regular supervision and performance management in accordance with organisational policy.

Pre-Employment Checks

Gippsland Centre Against Sexual Assault is committed to ensuring that all staff have the required skills and qualifications to conduct the work in which they are employed to undertake.

GCASA will ensure that staff are appropriately credentialed and have a defined scope of practice. Staff must provide the following original documentation, or a certified copy, prior to appointment. All staff are required to maintain their registration and credentialing requirements for the period of their employment.

- Photo identification and or Passport
- Qualifications –relevant to role
- Membership to appropriate professional body
- National Criminal History Record Check (Police Check)
- Working with Children Check
- Current Driver's Licence

Psychometric testing will form a part of the selection process after the first interview.

5. Clinical Manager

The Clinical Manager role will oversee clinical service delivery within a clinical governance framework and have responsibility specifically over the clinical and prevention quality pillars.

<i>Clinical Supervision Duties</i>	<ol style="list-style-type: none">1. Supervise the Senior Clinicians'/Clinical Leads' work and provide oversight of clinical and prevention service delivery across the Agency2. Liaise with the Senior Clinicians/Clinical Leads in assessing clinical and project staffs' scope and practice, their supervision, training and Interventions Plans3. Support and Coordinate student placements in conjunction with the Administration Coordinator, CEO and Senior Clinicians4. Contribute effectively to the management of group processes to build and develop teamwork5. Ensure that supervision of staff and students within a performance management framework occurs regularly6. Contribute to the development of Agency policy7. Work in conjunction with the CEO to develop, monitor and report on clinical governance8. Liaise with the CEO and Administration Coordinator in relation to key areas of planning that will include those of strategic, partnerships, research, staff and student recruitment and development9. Actively participate in supervision with the CEO10. Regularly attend clinical professional development to ensure high level, current knowledge of the areas within the counselling, mental health, legal and forensic fields relevant to addressing the needs of all GCASA stakeholders11. Participate in Agency planning12. Contribute to all 5 pillars of quality; holding reporting responsibility for those of clinical and prevention13. Ensure the Agency's clinical practice is underpinned with evidence based, current best practice principles14. Participate in induction processes for new staff15. Maintain accurate and confidential staff files and other records, including statistical data that meet funding, legal and ethical requirements16. Participate in other duties as requested by the CEO or the CEO's delegate
<i>Advocacy</i>	<ol style="list-style-type: none">17. Respond to relevant social and legal policy through the direction of the CEO18. Represent GCASA publicly and contribute to the development of knowledge, theory and best practice relating to the areas of sexual assault and sexually abusive behaviours19. Participate in local regional, state wide and national consultative groups with respect to issues associated with sexual assault and sexually abusive behaviours20. Contribute to monitoring and responding to complaints, incidents and accidents21. Provide debriefing and clinical review22. Actively source and participate in research opportunities

	<p>23. In consultation with GCASA, clinical staff, advocate among legal, medical, government and other systems with the goal of enhancing family resilience</p> <p>24. Liaise with the CEO and external stakeholders to ensure the community development and education plan is relevant, coordinated and annually evaluated</p> <p>25. Participate in GCASA community development and community education activities, as requested</p> <p>26. Fee for service development</p> <p>27. Delivery of clinical education and proactively support the development of Prevention initiatives.</p>
<i>Reporting</i>	<p>28. Facilitate Quality Reviews to meet Accreditation requirements</p> <p>29. Write Reports Monthly to CEO on progress</p> <p>30. Provide Progress Reports on programs</p>

6. Key Selection Criteria

1. Degree level qualification or equivalent certification from a nationally accredited provider in the area of Social Welfare, Social Work, Family Therapy or Psychology.
2. At least two years' experience in providing clinical supervision and having undertaken supervision professional development.
3. Experience in Human Resource Management and Workforce development and staff development.
4. Highly developed skills in clinical workforce management with a demonstrated success in collaboratively developing and monitoring systems to manage both operational and program work.
5. Demonstrated understanding of theory and frameworks relating to the occurrence of sexual assault and sexually abusive behaviour, including feminist empowerment philosophy, social inclusion theory within a supervisory context.
6. Demonstrated understanding of the impact of sexual assault and sexually abusive behaviour on children and young people, individuals, families and the wider community.
7. Demonstrated excellent people skills, with an ability to collaborate and partner with a wide range of stakeholders and a proven ability to communicate confidently with families and professionals in regards to issues that include risk management, safety planning and protective approaches.
8. Highly developed understanding of privacy and confidentiality as it pertains to working with children, young people and families and knowledge of, and demonstrated commitment to the adherence of a professional code of conduct and legislation relating to clinical practice.
9. Willingness to travel from time to time across the region and to Melbourne. Staff must hold a current Victorian driver's licence.
10. Provision of a current National Police check and a Working with Children's check.

Other

The successful applicant will be appointed for a six-month probationary period during which time regular clinical and line management supervision is provided. At the conclusion of this period, a performance review will be held with the CEO; after this, a decision will be made either to offer ongoing employment or to cease the employment with the Agency.

Applicants must be able to work on a Wednesday to participate in professional development and team meetings.

The Clinical Manager will receive external Clinical Supervision – monthly, with feedback provided to the CEO on any areas of professional development.

