



# NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

## JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:
Mental Health Practitioner  (Occupational Therapist, Social Worker, Psychologist, Nurse or equivalent allied health professional)	NY Health Services Level 5
PROGRAM:	OCCUPATIONAL REQUIREMENT:
Mental Health Recovery	Registration with relevant professional body: AAHPRA, AASW or Australian College of Mental Health Nurses.
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
Ongoing (subject to funding) up to 1.0 FTE	Christies Beach/ Southern site and Brady St Elizabeth Downs
POSITION REPORTS TO:	WORKS CLOSELY WITH:
Program Manager, Mental Health Recovery	Towilla Purruuttiappendi team members and Harm Minimisation and Primary Care Staff from other Nunkuwarrin Yunti programs

### 1. PURPOSE STATEMENT

Nunkuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide and to advance their social, cultural and economic status. The organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for our clients.

The Towilla Purruuttiappendi team provides counselling and support services which assist people to deal with a wide range of issues including grief & loss, depression, trauma, family and/or relationship matters, and any other issues which impact on social and emotional wellbeing. Psychologists also provide support, counselling therapies and psychoeducation to clients referred through the Primary Health Network, peer agencies, Nunkuwarrin Yunti services and other sources of referral.

The program also provides assertive engagement and provision of holistic culturally appropriate casework.

The primary role of the Mental Health Practitioner is to:

- Provide Counselling and/or Psychological Services to improve the psychological wellbeing of Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide.
- Respond to triaged referrals commissioned by the Primary Health Network, to provide Therapeutic Therapies for clients diagnosed as experiencing Mild and Moderate mental illness.
- Contribute as a member of a multi-disciplinary care team to the development and provision of clinical care plans for clients with identified mental health/psychological wellbeing issues.
- Encourage clients to access a range of social health and welfare services, which include other Nunkuwarrin Yunti programs and external agencies.
- Collaborate with Case Workers in other Nunkuwarrin Yunti service teams.

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**Equitable**

**Culturally Appropriate**

- Provide specialist, expert advice to clients and allied health professionals, primarily within Nunkuwarrin Yunti, to facilitate best practice and culturally appropriate mental health care.
- Promote the service and Nunkuwarrin Yunti to peer agencies and relevant key stakeholders.
- Provide broad support to program and or organisational objectives as requirement by the team manager.
- Contribute to maintaining and improving overall access to Mental Health assessment and ongoing care for Aboriginal and Torres Strait Islander people within the metropolitan region of Adelaide.

## 2. KEY RESPONSIBILITIES/DUTIES

(Identify the significant services of work, which are the key outputs of the position)

KEY RESPONSIBILITIES	PERFORMANCE MEASURES (Measures the outcome of the following activities by quantity, quality, or timelines.)
<p><b>Provide therapeutic/counselling services</b></p> <p>Assist Aboriginal families and individuals to improve their emotional health and wellbeing.</p>	<p>This will be measured by:</p> <ul style="list-style-type: none"> <li>• Determining clients' needs consistent with expectations of GP Mental Health Care Plans and PHN referrals.</li> <li>• Providing a range of therapeutic/counselling services</li> <li>• Undertake report writing for clients referred by medical practitioners within Nunkuwarrin Yunti, PHN and external providers.</li> <li>• Working closely with identified internal positions such as the Mental Health Care Coordinators, visiting Psychiatrists, GPs, Social Workers and Case Workers to ensure a coordinated approach to service intervention.</li> <li>• Making appropriate referrals to Social Workers, Case Workers and other alternative services if appropriate, inclusive of PHN funded agencies, government and non-government social services.</li> <li>• Advocating for the client's rights in treatment, in particular for recognition and respect of cultural safety.</li> <li>• Participating in case conferences and client care reviews with internal programs and/or external agencies.</li> <li>•</li> </ul>
<p><b>Provide specialist, expert advice to clients and allied health professionals</b></p> <p>Ensure the administration of high quality therapeutic/counselling services to clients</p>	<ul style="list-style-type: none"> <li>• Formulating, recording and managing client care plans within the Communicare ® Patient Information System.</li> <li>• Contributing to the development and implementation of suitable policies and procedures governing the provision of clinical psychological services.</li> <li>• Participate in team and discipline based continuous improvement.</li> <li>• Develop, run and evaluate group based therapies.</li> </ul>
<p><b>Sector and community engagement</b></p>	<p>Work collaboratively and in partnership with Aboriginal Health Practitioners, Aboriginal Health Workers and other Aboriginal staff to actively support culturally appropriate sector engagement</p> <p>Engage with carers and families to promote good mental health and general wellbeing</p> <p>Actively engage with commissioned and non-commissioned Adelaide Primary Health Network service providers in the provision of mental health services</p> <p>Provide appropriate representation of Nunkuwarrin Yunti on external committees, reference groups and networks as requested</p>

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	Promote and present a positive image of Nunkuwarrin Yunti to other staff, clients and community as a whole
<b>Team &amp; Organisational Activities</b>  Maintain a positive working relationship with other team members within a multi-disciplinary team.	<ul style="list-style-type: none"> <li>• Contributing to and supporting positive team morale.</li> <li>• Actively participating in team planning activities and team meetings where viable.</li> <li>• Actively developing and maintaining effective internal and external networks.</li> <li>• Working collaboratively with and supporting other Nunkuwarrin Yunti colleagues and teams.</li> </ul>
<b>Professional Development</b>  Participate in personal and professional development activities.	<ul style="list-style-type: none"> <li>• Attending professional development training courses.</li> <li>• Attending professional meetings (reflective practice, multi-disciplinary, debriefing).</li> <li>• Participating in workplace practice supervision meetings.</li> <li>• Maintain CPD and other registration requirements in alignment with relevant bodies: AHPRA, AASW or Australian College of Mental Health Nurses..</li> </ul>
<b>Administrative Activities</b>  Ensure compliance with a range of administrative practices which support Mental Health Recovery and Nunkuwarrin Yunti services.	<ul style="list-style-type: none"> <li>• Maintaining timely and accurate documentation of client case notes, consistent with industry standards and systems/tools provided.</li> <li>• Ensuring secure management of client data and client files and compliance with privacy policies and legislation.</li> <li>• Maintaining timely and accurate documentation in order to inform: <ul style="list-style-type: none"> <li>○ Compliance with the Commonwealth Mental Health Minimum Dataset</li> <li>○ Reporting on frequency and methods of communication with GPs</li> <li>○ OSR reporting</li> <li>○ Updates to other funding providers such as Prime Minister and Cabinet</li> </ul> </li> <li>• Other reporting to Nunkuwarrin Yunti management</li> <li>• Providing agreed statistical reports and other reports as requested, including oral reports as required.</li> </ul>

### 3. SELECTION CRITERIA

#### ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Relevant Tertiary qualification sufficient to undertake the duties of Mental Health Practitioner eg. Social work, Occupational Therapist, Psychologist, Mental Health Nurse etc. with a minimum of three years vocational experience within the sector consistent with the position role and responsibilities.
- Post graduate qualifications in a Therapeutic modality eg. Narrative Therapy, Mindfulness-Based Cognitive Therapy, Cognitive Behavioural Therapy, Interpersonal Therapy

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- Current Registration with an Australian Professional body e.g. Australian College of Mental Health Nurses (ACMHN), Australian Association of Social Workers (AASW), Australian Professional Health Registration Agency (APHRA)
- An Knowledge of Australian Aboriginal culture/context and its impact on Aboriginal health, emotional and social wellbeing
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
- Knowledge of the Mental Health sector, such as awareness of the relevant acts, laws and statutory authorities.
- Demonstrated ability to work collaboratively with a range of professional disciplines.
- The Mental Health Practitioner will need to demonstrate a high level of capacity to work within a multi-disciplinary approach and contribute to the development, implementation and review of shared care plans.
- The Mental Health Practitioner will need to demonstrate a high level of written and verbal communication skills, including the ability to produce reports, demonstrate conceptual thinking, and produce and deliver presentations to small and large groups.
- The Mental Health Practitioner will have highly developed organisational skills and the ability to provide innovative solutions to complex problems in sometimes adverse environments.
- The Mental Health Practitioner will be expected to operate under limited direction will need to demonstrate well developed organisational skills including the ability to prioritise workloads to meet deadlines and will be required to work cooperatively with other service providers from a range of disciplines to develop implement and evaluate holistic health services.
- Ability to develop an understanding of legal issues and legislation related to the role.
- A knowledge of and demonstrated commitment to workplace diversity, workplace participation, Occupational Health & Safety, and willingness to abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

## **DESIRABLE**

Demonstrated experiencing in working with an Aboriginal People  
 Demonstrated experience in working with an Aboriginal Community Controlled Context.

## **4. APPOINTMENT CONDITIONS**

### **Special Conditions and Status**

1. Ongoing subject to funding.
2. Some out of hours work may be required.
3. Some intrastate travel may be required.
4. Appointment is subject to a satisfactory National Police Clearance Certificate.
5. Subject to 6 months satisfactory probationary period.
6. Salary Sacrifice, Superannuation Employer contribution.
7. Current SA Driver's Licence and willing to drive in the course of work activities.
8. Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia's Enterprise Agreement/Collective Agreement.

## **5. PERFORMANCE/SKILL STANDARDS**

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

Targets include:

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- Between 660 face to face client consults per annum (adjusted to accommodate travel).
- Maintaining required timely and accurate documentation in order to inform:
  - Compliance with the Commonwealth Mental Health Minimum Dataset
  - Reporting on frequency and methods of communication with GPs

## 6. WORK HEALTH AND SAFETY

Follow defined occupational health and safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

### Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

## 8. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

### Employee Statement:

**As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Authorisation

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Program Manager

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPROVED BY**

**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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