

Information Package

Clinical Leader, *headspace*

Thank you for considering Marathon Health as your next employer. We deliver accessible, quality health and wellbeing services and programs to rural, regional and remote communities. We are an independent not-for-profit organisation that prides ourselves on our workplace culture. We recently won the 2017 Regional Business of the Year and Employer of Choice categories at the Western NSW Business Chamber Awards.

This Information Package is designed to tell you more about the role, identify the selection criteria we will be using to select the right candidate, and explain the application process.

If you have any questions after you have read this document, please refer them to Peter Rohr, Manager Child and Adolescent Mental Health on 0429 844 605 or Human Resources on 02 6333 2800.

Benefits of Employment

Our staff benefit from genuine work / life balance, up to \$15,900 tax free salary packaging per annum, and other generous employee conditions and opportunities including:

- Exposure to rural and remote service delivery;
- 5 weeks annual leave per annum;
- Extra paid leave days over Christmas / New Year shutdown;
- A professional development allowance of \$1,500 per annum (after probation);
- Access up to 5 days paid study leave per annum;
- Time and resource support for clinical supervision (if required);
- Support and learning opportunities which come from working in a multi-disciplinary team.

Position Summary

The Clinical Leader will perform a senior clinician role, and provide clinical leadership, supervision and guidance to the **headspace** team. The Clinical Leader will also deliver direct clinical services to young people accessing the centre. This role will see you provide services to a small number of clients under the MBS.

The Clinical Leader will have a key role in the development, ongoing review and maintenance of the Clinical Governance Framework for **headspace** in conjunction with the centre management.

These are part-time or full-time positions (0.8-1.0 FTE negotiable) at our headspace centres in Bathurst and Orange (2 positions vacant). Salary is negotiable based on experience and qualifications.

Applications close 9am Monday 16 October 2017.



Bathurst Office

265 Durham Street
PO Box 175 | Bathurst NSW 2795
T 02 6333 2800 | F 02 6332 6648

Dubbo Office

106 Talbragar Street
PO Box 1834 | Dubbo NSW 2830
T 02 6826 5200 | F 02 6826 5299
ABN 86 154 318 975
www.marathonhealth.com.au

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Guidelines for Applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with Marathon Health.

Applying for a position

The following may assist you in preparing your application:

- Obtain and carefully read the Information Package for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took, and summarise the subsequent result. Keep your responses concise and in addition to your resume.
- Be aware of the closing date. If, for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being arranged.

What you need to include in your application

Marathon Health uses a streamlined approach to recruitment. All applications require:

1. A Cover Letter introducing yourself and outlining your interest in the position
2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)
3. Resume/Curriculum Vitae (CV) that should include:
 - a. contact details including telephone number and email address
 - b. education/qualifications
 - c. an employment history summary including (for each position):
 - i. the employer
 - ii. start and finish dates
 - iii. your position/title
 - iv. your responsibilities and achievements in the position
 - d. professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

Submitting your application

Applications should be submitted via email (by the closing date and time) to:

hr@marathonhealth.com.au

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Position Description

Position Title	Clinical Leader, headspace
Location	headspace
Reports to	Program Manager, headspace
Hours	As per employment contract (0.8-1 FTE)
Conditions of Employment:	<ul style="list-style-type: none"> • Western NSW Medicare Local Enterprise Agreement 2013 • Marathon Health Policies and Procedures • Police Check • Working with Children Check • Position Description • Letter of Offer
Incumbent	Vacant

Purpose of the Role

The Clinical Leader will perform a senior clinician role, and provide clinical leadership, supervision and guidance to the **headspace** team. The Clinical Leader will deliver direct clinical services to young people accessing the centre, with some services provided under MBS. In particular, they will provide service to young people who do not meet the funding criteria for other providers within the centre, and/or the young person's needs are better suited to the skill level and scope of work the Clinical Leader is capable of providing.

The Clinical Leader will have a key role in the development and ongoing review and maintenance of the Clinical Governance Framework for **headspace** in conjunction with the centre management.

Key Relationships

The Clinical Leader reports to the relevant **headspace** Program Manager. You will be required to maintain effective working relationships with the **headspace** partner organisations, other stakeholders, and work closely with the **headspace** team.

Position Responsibilities

Indicative duties for the Clinical Leader include:

Leadership

- Provide the **headspace** Program Manager with advice regarding the delivery of clinical services within **headspace**.
- Provide clinical supervision, support and guidance as appropriate to practitioners, support staff and other **headspace** clinical staff.
- Engage relevant sectors in dialogue concerning evidence-based approaches to care for young people, promote the uptake of integrated care and multidisciplinary team work and participation in the **headspace** program at a local level.

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- Participate in the appropriate Marathon Health forums which promote ongoing service development, and help guide the headspace program
- Participate in the national headspace network, and support the alignment of local headspace clinical operations with the national youth mental health priorities
- Using professional networks, work collaboratively with the Program Manager to seek out additional workforce who may have skills which would bring value to the headspace program

Clinical Delivery

- Work collaboratively within a multi-disciplinary team.
- Provide appropriate evidence-based counselling and psychological interventions to clients of **headspace**. This will include consultation billed under the Better Access to Mental Health Care initiative (MBS).
- Provide clinical reports to clinicians per **headspace** guidelines, in line with professional, ethical, legal guidelines and program guidelines.
- Adhere to relevant professional Code of Ethics.
- Be responsible for case organisation and follow-up of clients.
- Facilitate the integration and coordination of care for consumers and carers in the **headspace** setting.
- Work collaboratively with the Program Manager to facilitate multidisciplinary clinical team meetings, care planning and case reviews with other clinical staff designed to increase the use of evidence-based interventions for young people with mental health and associated substance use problems and encourage informed collaboration and participation in **headspace** activities.
- Ensure absolute confidentiality relating to any information of a private nature concerning clients.
- Maintain and update active client files and store these active files according to legal requirements.

Clinical Service Governance

- Assist the Program Manager to develop and document policies and procedures that minimise risk; ensure the delivery of integrated and coordinated high quality, evidence-based clinical care services to young people through the **headspace** primary care practice; and assist the service to meet relevant Accreditation requirements.
- Ensure that appropriate standards of safety, welfare and health care are instituted and maintained for staff and clients within the **headspace** service.
- Develop, implement and evaluate continuous clinical quality improvement activities to improve the clinical service provision and outcomes for **headspace** clients.
- Utilise a shared electronic clinical record and associated information.
- Contribute to the **headspace** service planning and reporting as required.

Education and Training

- Participate in **headspace** learning opportunities, involving **headspace** staff as appropriate.
- Participate in the delivery of training programs for other clinical service providers and other stakeholders, as appropriate.

Other Duties

- Demonstrate a commitment to Marathon Health's ICARE values.
- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- Respect confidentiality in line with the *Privacy Act 1988* and related policies and procedures.

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- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Undertake other duties commensurate with the role as required.

Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity & Trust
- Collaboration & Innovation
- Achievement & Excellence
- Respect & Empowerment
- Empathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia – you must be an Australian citizen or permanent resident, or a New Zealand citizen.
3. Valid Driver License. On the occasions when you use a privately owned motor vehicle for work-related purposes, Marathon Health will pay a motor vehicle allowance on a per kilometre basis, according to our Policies and Procedures.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

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Selection Criteria

Essential

- Be a Registered or Clinical Psychologist with current APHRA registration, and eligible to receive payment through the Medicare Better Access Program (MBS).
- Registration as a Board Approved Supervisor (or eligibility for approval).
- Significant experience in the provision of clinical services to young people with mental health issues.
- Demonstrated experience working as part of a multi-disciplinary team.
- Knowledge of clinical governance and the role it plays within an organisation.
- Ability to contribute to the strategic direction of the headspace program within the context of national mental health priorities

Desirable

- Experience and/or qualifications in any of the following would be highly regarded:
 - Engaging and working with Aboriginal people and their communities.
 - Delivery of family inclusive practice models.
 - Facilitation of group programs with young people.
 - Experience in leadership roles