

## POSITION DESCRIPTION

<b>Position title</b>	Intake Clinician	<b>Reference</b>	hsd: IC_ MH_Darwin
<b>Award &amp; Classification</b>	HPSS Award Level 3	<b>Tenure</b>	Refer to Letter of Engagement
<b>Hours</b>	Refer to Letter of Engagement	<b>Reporting to</b>	Program Lead Access Team
<b>Location</b>	Casuarina	<b>Program</b>	headspace Darwin
<b>Section</b>	Mental Health	<b>Cost Centre</b>	3410
<b>Approved</b>	Jade Gooding, GM	<b>Date</b>	13 February 2017
<b>Comment</b>	Anglicare NT is the Lead Agency of headspace Darwin.		

### AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our values of Integrity, Fairness, Respect, Community and Hope are demonstrated through our commitment to strength-based practice, cultural respect, child safety, social justice, community development and partnerships. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is an agency of the Anglican Church of the NT, formed to respond to the social needs of our diverse communities. We are a member of the Anglicare Australia network.

### PURPOSE OF THE POSITION

As Intake Clinician you will effectively engage, screen, assess, refer, provide brief interventions and coordinate care for young people aged 12-25 years that contact or are referred to **headspace** Darwin. As one of the first contact points for young people accessing **headspace** Darwin, the Intake Clinician will need to build a positive rapport with a wide range of young people, as well as their family, friends and a range of external stakeholders.

The Intake Clinician will need to be skilled in the assessment of a young person's needs, including complex risk assessments and have the ability to action a plan to address any identified risks. The Intake Clinician will participate in regular clinical supervision. They will also be required to present and discuss daily, referrals with the multidisciplinary team.

The Intake Clinician works as part of a multidisciplinary team, including psychiatrists, general practitioners, allied health clinicians, community engagement workers and support staff. They will also work closely with the local community and partner youth and health services to provide holistic and integrated care.

The Intake Clinician will be committed to the mission and embody the values of Anglicare NT and support core business by providing service, guidance and advice within the position's specialty area.

### POSITION SPECIFIC REQUIREMENTS AND QUALIFICATIONS

1. The minimum qualification required is a tertiary level qualification in Health or Social Sciences and a minimum of 1 of years experience. You will have a sound understanding and knowledge of assessing and working with young people at risk. It is desirable that the clinician also have current full registration with the Australian Health Practitioner Regulation Authority (AHPRA) or current full membership with the Australian Association of Social Workers (AASW).
2. Northern Territory Working with Children Clearance (Ochre Card)

3. National Police Criminal History Report (less than 3 months old) with acceptable outcome
4. First Aid Certificate or willingness to obtain within 3 months
5. Northern Territory Drivers Licence

## KEY SELECTION CRITERIA

1. The ability to undertake intake and screening activities, including comprehensive bio-psycho-social assessment to determine client needs, and to assist clients to access appropriate services. Experience in conducting risk assessments, including suicide and violence risks, and to develop action plans that mitigate these risks.
2. The ability to be able to deliver brief therapeutic interventions, counselling services and treatment planning.
3. Experience working with youth and/or in the mental health sector in addition to working in a multidisciplinary team environment, coordinating client care and applying relevant evidence-based interventions and clinical practice.
4. Exceptional interpersonal skills (both written and verbal) with the ability to work with a diverse range of people, in particular the ability to engage with young people and advocate on their behalf. You will also have sound computer skills including word processing, spreadsheets and database applications.
5. Excellent organisational and time management skills, including the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.
6. Ability to work both independently and collaboratively as a productive team member.
7. Knowledge and ability to develop and deliver group based skills training activities to assist clients' psychosocial functioning (e.g. life skills, anger management, problem solving, conflict resolution, etc.).
8. Prior experience or at a minimum demonstrated commitment to working respectfully with Indigenous and culturally and linguistically diverse clients, communities, staff and Aboriginal Controlled Organisations.
9. Demonstrated capacity and willingness to adhere to legislation, Anglicare NT policies and procedures and a commitment to EEO, WHS, Risk Management and Quality Improvement practices.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

### 1. Intake and Assessment

#### Responsibilities:

- Relate to young people in a manner which is relevant and appropriate to their developmental and cognitive level of functioning and provide services in a youth friendly manner.
- Conduct bio-psycho-social assessments of young people presenting to the service using the headspace assessment tool, and document the results of assessment and screening.
- Conduct risk assessments including assessment of suicide risk and violence risk, developing action plans to mitigate any risks, and providing follow up support and referral for treatment. High risk clients must be promptly reported to the supervisor for appropriate action.
- Monitor patients for critical changes and initiate appropriate emergency procedures.
- Refer young people to internal and external services as appropriate and provide follow up support.
- Facilitate and monitor the integration and coordination of care to headspace clients, including active participation in case review meetings.

- Provide brief interventions to a small caseload of clients with mild to moderate mental health presentations.
- Participate in the access and intake system, answering phone calls and enquiries, screening and assessing needs, prioritising and making appropriate follow up appointments and referrals.
- Maintain up-to-date client records and comply with data collection standards.

## **2. General**

### **Responsibilities:**

- Build and maintain effective relationships with key stakeholders involved in the provision of health, mental health and psychosocial services to young people.
- Work alongside the community engagement team to represent headspace and promote the centre's services at community awareness events.

## **3. Other Duties and Requirements**

- Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- Adhere to Anglicare NT Policies and Procedures and general conditions of employment.
- Model Code of Conduct behaviours by working cooperatively and effectively with colleagues and other staff
- Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- Support activities related to Anglicare NT's Reconciliation Action Plan including participating in Aboriginal and Torres Strait Islander Cultural competency training and activities.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.
- Actively participate in supervision, performance reviews, professional development activities and training as required.
- Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.
- Other suitable duties as may be directed from time to time
- This is an active role requiring overall good health and involves interacting with energetic young people.

## **DELEGATION OF AUTHORITY**

- Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).