

Position Description headspace Clinical Educator

“Where mental wellbeing thrives”

Position Details

Position Title:	headspace Clinical Educator
Position Level:	Level 3 (Health Professionals)
Agreement:	Flourish Australia Enterprise Agreement 2018
Employment Type:	In accordance with letter of offer
Hours of Work:	In accordance with letter of offer

Position Summary

The **headspace** Clinical Educator supports the coordination, development, and delivery of a student placement program. This role will also provide direct clinical supervision and/or field supervision to student graduates. This includes the provision of task supervision, mentorship, and support.

We are seeking a highly motivated and organised person to facilitate excellence in integrated holistic health care, with the goal of improving outcomes for people accessing the service and the wider community. **headspace** offers a support team environment, and we are seeking like-minded individuals who are enthusiastic, cooperative team player and positive contributors to the **headspace** culture.

The **headspace** Clinical Educator works under the direction of the Clinical & Operations Manager, **headspace**.

About Flourish Australia

Our name reflects our fundamental and enduring commitment to people’s mental health and wellbeing, supporting people to thrive and live a contributing life.

Vision

Flourish Australia’s vision is creating communities where everyone’s mental health and wellbeing flourishes.

Purpose

Our purpose is supporting people to flourish, believe in their future and their place in the community.

Values

Flourish Australia values are hope, inclusion, partnership, diversity, integrity, respect and trust.

About headspace

headspace is based on a commitment by all agencies involved to work in partnership to improve outcomes for young people aged 12-25 years (and their families) affected by mental health and/or alcohol and other drug (AOD) issues, health concerns, and vocation and education issues. The shared principles of a person-centered, community orientated approach will deliver sensitive, accessible and quality services for the target group.

The **headspace** mission is to “promote and facilitate improvements in the mental health, social and emotional wellbeing and economic participation of young people aged 12-25.”

headspace is a youth friendly centre that provides services across four core streams; primary health care, mental health, alcohol and other drug (AOD), and social/vocational services. The clear intention is to significantly increase the number of young people that are identified and responded to with evidence-based interventions, at a much earlier stage.

For more information about **headspace**, please visit www.headspace.org.au

Relationships and Authority

Reports to: Clinical and Operations Manager, **headspace**

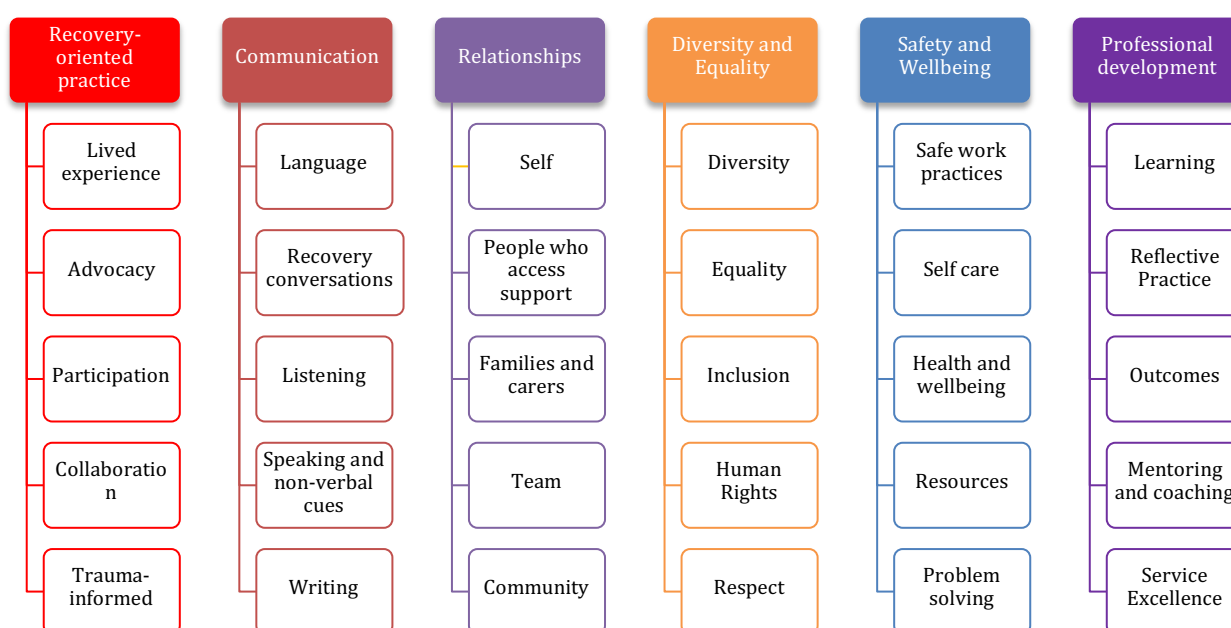
Direct reports: Nil. Oversight of students who are undertaking placements.

Organisational Accountabilities

- Abide by all Flourish Australia procedures and policies.
- Actively ensure the health, safety and wellbeing of yourself and others at work in accordance with your delegated authority and in accordance with the Work Health and Safety Act 2011.
- Understand and abide by the Flourish Australia Code of Conduct and Ethics, and maintain a professional level of behaviour and conduct in the workplace at all times.
- Be responsible for engaging in discussion about and helping to create and sustain a culture of continuous quality improvement.
- Complete all mandatory training.
- Commit to the detection and prevention of fraud.
- Identify possible organisational risks and adhere to the Risk Management Framework.
- Work to support and promote the vision, mission, and values of Flourish Australia.

Key capabilities

Flourish Australia's Capability Framework enables staff to develop their career with Flourish Australia. The Capability Framework consists of six core Capability Domains, which are core to the work we do. All Flourish Australia employees are required to work towards gaining the competencies set out in Flourish Australia's Capability Framework (below).



Position demands/frequency

The following tables provide an overview of some of the common physical and psychosocial demands placed on all employees working in mental health.

Physical demands/frequency

Position demand	Frequency	Comments
Standing	Occasionally	May be required.
Sitting	Frequent	Continuous and repetitive throughout the work day.
Crouching	Rarely	May be required.

Kneeling	Rarely	May be required.
Stooping	Occasionally	May be required.
Walking	Occasionally	Continuous and repetitive throughout the work day.
Stair climbing	Occasionally	May be required (but depends on workplace)
Controls/fine motor skills <ul style="list-style-type: none"> Hand/arm Foot/leg 	Frequent	Essentially, fine motor skills are required to perform activities of driving, operating computers and other IT equipment, as well as for administrative tasks.
Reaching (overhead)	Rarely	May be required.
Driving	Frequent	Driving is an activity performed by the staff in this role.
Lifting and carrying <ul style="list-style-type: none"> 2kg-5kg 5kg-10kg 10kg-15kg >15kg 	Occasionally Rarely Rarely Rarely	All lifting and carrying at Flourish Australia needs to be performed by the employee and the chance of delegating to others is small.

Psychosocial demands/frequency

Position demand	Frequency	Comments
Working with distressed people	Frequent	e.g., episodic or grief situations
Working with people who may have experienced trauma	Frequent	e.g., child abuse, history of violence
Exposure to distressing situations	Occasionally	e.g., self-harm, death
Working with unpredictable or aggressive people	Occasionally	e.g., drug and alcohol induced, episodic situations.

Key Tasks and Responsibilities

- Lead and support the development of student placement opportunities at **headspace**, with the provision of 4 students per year.
- Deliver direct clinical supervision to students for the purposes of the clinical placement activity, when eligible to do so (i.e., the same allied health background/and or able to meet the specified requirements).
- Support the onboarding, induction, and field supervision of student.
- Provide on-site direct supervision including observations, mentoring and reviews.
- Establish and maintain relationships with universities.
- Engage in other stakeholder engagement activities that assist in successful delivery of student placements at the service.
- Engage in **headspace** National online community of practice and training, Advisory Groups, education, and coaching.
- Liaise with internal and external services to provide holistic support to young people.
- Actively assist in progressing the growth and development of the service, in line with the Strategic Plan and demand.
- Provide regular reports to the Clinical and Operations Manager on service delivery, financial activity, and other key initiatives.
- Ensure compliance with **headspace** data requirements (e.g. Minimum Data Set).
- Engage in internal and external audits of service delivery as directed.
- Assist with continuous quality improvement activities within the Flourish Australia and **headspace** quality assurance frameworks.

- Ensure complaints, incident reports, and risk management records are documented and responses are in line with the Flourish Australia Grievance and Complaints Policy and Procedure.
- Work collaboratively with private practitioners and staff from consortium partner organisations to ensure the integrity of the **headspace** model and the delivery of best-practice support to young people.
- Ensure compliance with registration, ongoing professional development and all directions from Australian Health Practitioner Regulation Agency (AHPRA) and other governing bodies and organisations as relevant to the professional discipline (e.g. AASW, PACFA, MH Nursing)
- Work collaboratively with team to ensure the integrity of the **headspace** model and delivery of best-practice support to young people and their families.
- Ensure compliance with all directions from Australian Health Practitioner Regulation Agency (AHPRA) and other governing bodies and organisations as relevant to the SYAC's professional discipline (e.g. AASW, APS, Occupational Therapy Australia, etc.).
- Maintain unrestricted current registration with AHPRA, and comply with directions in relation to ongoing professional development.
- Ensure compliance with rules and regulations from Medicare in relation to billing, ongoing professional development, and reporting requirements if holder of Medicare provider number.
- Participate in Flourish Australia and **headspace** team meetings, planning activities and organization wide quality assurance activities.
- Represent Flourish Australia and **headspace** at events, conferences and seminars.
- Assist to ensure a safe workspace and safe working practices by attending orientation and refresher training in relation to WHS policies and procedures, assist with regular safety audits; ensure that all incidents/accidents are recorded and notified in line with policies.
- As an employee, work in a healthy and safe manner and encourage others to do the same; comply with all warning and safety signage; report or rectify any unsafe conditions; adhere to Flourish Australia WHS policies and procedures.
- Comply with all legal, professional, financial, and employment obligations and comply with Flourish Australia policies and procedure.

Required Skills and Personal Attributes

- Model and actively promote a culture that strives for and values continuous quality improvement
- Demonstrate perseverance in achieving objectives and cope effectively with setbacks and problems
- Take responsibility for actions and proactively implements work plan and addresses issues.
- Ability to manage a diverse workload and meet competing deadlines
- Identify continuous quality improvement opportunities and act upon when/where relevant
- Ability to work proactively in an autonomous manner and in a team environment
- Have excellent interpersonal skills, be non-judgmental, be fair, patient, have a willingness to listen, and display empathy
- Value diversity and be respectful at all times
- Commit to the prevention and detection of fraud
- Be committed to professional and ethical conduct

Key Selection Criteria

"Flourish Australia supports Affirmative Action. If two candidates present with suitability to a role, and one of those people has a lived experience, the person with the lived experience will be the preferred candidate."

Essential:

1. Possession of tertiary qualifications in Psychology, Social Work or Mental Health Nursing.
2. At least 3 years clinical experience post qualification and experience or eligibility to provide clinical supervision.
3. Membership of an appropriate professional body (including AHPRA, AASW, PACFA) as a registered or endorsed Psychologist, accredited Social Worker, Mental Health Nurse; and eligibility to register with Medicare Australia as an MBS Primary Care provider or an Allied Mental Health Professional provider.
4. Demonstrated ability to undertake assessment and initial screening activities to determine individual care needs, provide counselling, produce assessment reports, and assist young people to access necessary services.
5. Able to demonstrate an in-depth knowledge of recovery focused practice.

6. Have a clear understanding and/or knowledge of the concept and impact of mental health issues in the community.
7. Have excellent interpersonal and communication skills and an ability to impart knowledge in a learning environment.
8. Able to demonstrate a flexible approach to service delivery.
9. Strong written and verbal communication skills
10. Well-developed interpersonal and organisational skills with the ability to effectively manage competing demands
11. Have a high degree of computer literacy, including demonstrated experience with report writing and electronic client information management systems.
12. Current Australian Driver's Licence.

Desirable:

1. A personal lived experience of a mental health issue.
2. Direct clinical experience with young people and families, including those from culturally diverse backgrounds, and LGBTQI communities.
3. Previous experience as a supervisor and/or qualified supervisor within your field.
4. Understanding of the Australian health care system, key issues in primary health care, the mental health service system, including the range of professionals that work within, or come into contact with, the mental health sector.
5. Knowledge and understanding of relevant legislation, policies and strategic directions of mental health services for young people experiencing (or at risk of) a serious mental health issue.
6. Knowledge of local youth / health sectors.

All appointments are subject to previous employment reference checks, Working With Children Check, satisfactory Australian residency status, National Criminal Record checks, and other background checks as required by different State legislation.

Agreement

I, _____, have read and understand my obligations as a **headspace** Clinical Educator with Flourish Australia as outlined in this position description.

I agree to abide by the Flourish Australia Code of Conduct and Ethics, and agree to read, understand, and abide by Flourish Australia's policies and procedures.

headspace Clinical Educator

Name		
Signature		Date:

Nb: A signed copy of this position description must be returned to the People and Culture team.