

## **JOB DESCRIPTION:**

### **PSYCHOLOGIST/CLINICAL PSYCHOLOGIST/INTERN**

#### **RESPONSIBILITIES**

##### **1. Clinical**

- 1.1 To provide counselling/therapy to all clients of Uplift Psychological Services , including individuals, children, couples, families.
- 1.2 To be available to have 30 sessions per week. This will be 100% Psychological Practice and 90% client contact.
- 1.3 To provide therapy groups where necessary.
- 1.4 To provide where necessary, referral to appropriate medical services and to network effectively with other agencies and referral agencies.
- 1.5 To participate in a programme of clinical supervision, which includes peer supervision and group supervision, and which will comply with the Transitional internship program plan
- 1.6 To be able to work independently.
- 1.7 To maintain all documentation, statistics, case notes and files to a high professional standard and in a timely manner.
- 1.8 To be competent in report-writing.
- 1.9 To have a high level of written and verbal communication skills.
- 1.10 To act responsibly in accordance with the Australian Psychological Society's Code of Ethics and the AHPRA Code of Conduct.
- 1.11 To abide by the legal obligation to recognise, report and provide information to the Department of Community Services where child protection concerns exist.

##### **2. Educational and Support Service**

- 2.1 To participate in informal debriefing sessions where appropriate within the team.
- 2.2 To participate in supervision sessions with the other members of the team.
- 2.3 To attend staff meetings and in-service meetings.
- 2.4 To maintain registration with relevant boards to continue practising.
- 2.5 To maintain and update professional knowledge and skills.
- 2.6 To ensure that appropriate insurances are in place.

##### **3. Administrative**

- 3.1 To keep up to date with all required reports including, but not limited to, initial report to referring practitioner, report after every 6 sessions subsequent to that and a final report on terminating with the client.
- 3.2 To maintain appropriate records in a confidential manner.
- 3.3 To maintain organisation of the filing system
- 3.4 To ensure all Medicare paper correspondence is addressed.
- 3.5 To comply with administrative systems in the organisation.
- 3.6 To check in the diary to ensure that the requisite sessions are being booked.
- 3.7 To keep and submit weekly statistics form.

3.8 To be computer literate in Windows.

#### **4. Professional and Customer Care**

- 4.1 To behave in a professional manner at all times.
- 4.2 To maintain positive relationships with clients, colleagues and the Management Team.
- 4.3 To positively promote and represent Uplift Psychological Services to client and community organisations.
- 4.4 To strictly maintain client confidentiality.
- 4.5 To ensure that all records and all equipment is to remain on the premises of Uplift Psychological Services.
- 4.6 To be punctual for all sessions.
- 4.7 To call all established clients who do not arrive, 15 minutes into the session.
- 4.8 To follow up established clients who do not arrive for sessions.
- 4.9 To follow up all clients in a professional manner.
- 4.10 To refer all complaints to the Team Leader or Principal Psychologist.

#### **5. Organisational**

- 5.1 To participate in performance appraisals annually.
- 5.2 To undertake initial training in organisation processes and procedures.
- 5.2 To undertake new or additional tasks from time to time as specified by Management.

#### **6. Business Processes – OH & S**

- 6.1 To perform duties in accordance with Uplifts policies and procedures including OH & S.
- 6.2 To promptly report all accidents, incidents and hazards to Management.
- 6.3 To use facilities in accordance with training directions.
- 6.4 To report any faulty or damaged equipment to the Team Leader and where necessary, isolate faulty or damaged equipment from further service.
- 6.5 To comply with agreed Return to Work Programs, including returning to work on suitable duties.
- 6.6 To seek information and advice where necessary before carrying out new or unfamiliar work.
- 6.7 To be familiar with emergency and evacuation procedures and the location and use of emergency equipment.
- 6.8 Co-operate with Team Leader in identifying, assessing and controlling hazards in the workplace.

***[Psychologist]***

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***[Manager]***

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_