***POSITION DETAILS***

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| **Program / Unit:** | headspace Emerald | **Employment Status:** | Full-Time  Fixed Term Contract |
| **Location:** | Emerald | **Reports To:** | Manager – Children, Youth and Families |
| **Classification:** | *Level 4 - Health Professionals and Support Services Award 2020* | | |

***PURPOSE OF THE POSITION***

The headspace Coordinator - Clinical is a key position within the headspace Emerald team and provides oversight to the coordination and delivery of clinical services. This position is primarily responsible for ensuring that day-to-day clinical work is carried out to effectively meet the needs of young people and their families and friends. An experienced and innovative leader who will be responsible for providing clinical supervision and the development, coordination and governance of the team's clinical practice.

The Coordinator – Clinical will work collaboratively with all clinicians located at the headspace Emerald and will report to the Manager - Children, Youth and Families. This position will also form and maintain working relationships with key agencies in the community to establish integrated care pathways for young people.

To find out more about headspace visit <http://headspace.org.au/>.

***POSITION RESPONSIBILITIES***

| **Key Accountabilities** | **Key Activities** |
| --- | --- |
| **Service Delivery** | * Align one’s workplace behaviour in accordance with the AnglicareCQ model of care, visions, mission and values. * Promote and adhere to youth friendly and family inclusive practice principles. * Supervise clinical staff, assist with professional development, monitor staff compliance and adherence to scope of practice. * Escalate to Manger Children, Youth & Families (and Manager People & Culture as required) to progress HR/performance issues and out of scope practice according to documented policies and procedures. * Monitor and lead the ongoing delivery and improvement of a high standard, of evidence-based care to young people, including appropriate clinical services across the mental health spectrum. * Provide leadership to headspace clinicians and Private Practitioners in the delivery of mental health care to young people and their families across the relevant age ranges and developmental stages. * Ensuring all clinical staff are appropriately oriented and provided with adequate supervision, training and professional development. * Ensure Care Coordination Review Meetings occur regularly, and that clinical documentation is completed appropriately. * Provide clinical oversight of internal and external transitions. * The Coordinator- Clinical will carry a caseload * Develop reports for the Primary Health Network (PHN) and as required. |
| **Teamwork** | * Facilitate Care Coordination Review Meetings, escalation of care and/or timely referrals to headspace Emerald’s partners / contractors Private Practitioners, In-Kind support and other key agencies. * Lead ongoing Care Coordination Review Meetings with the focus of providing quality information aligned with best practice principles. * Work alongside the Community Engagement Team to represent headspace and promote the centre’s services at community awareness events. * Work alongside all staff and service providers to ensure a consistent and collaborative approach to assisting the young person. |
| **Governance** | * Help engage relevant sectors and partners in an integrated model of care, promoting multidisciplinary teamwork and participation in the headspace Emerald. * Actively assist in progressing the growth and development of the service, in line with the Strategic Plan, the young person and their families. * Provide regular reports to the Manager, Children Youth and Families and Clinical and Care governance committee around service delivery quality and safety for young people and staff. * Inform the development and review of clinical governance documents and processes in consultation with Clinical and Care Governance Committee. * Attend monthly Clinical and Care Governance Committee meetings. * Recognise, Respond, Assess and Escalate complex clinical presentations to Hospital and Health Services. * Respond, report, monitor and escalate incidents and risks as per relevant frameworks. * Ensure compliance with internal and external audits of service delivery, including minimum data set (MDS) * Contributes to the evaluation, analysis and continuous improvement of guidelines, policies and procedures applicable to their professional work * Respond to any complaints and feedback in line with relevant policies. |
| **Professional Development** | * Participate in ongoing training and professional development activities provided by headspace National Office and AnglicareCQ. * Undertake regular supervision appropriate to the primary work of the service and AnglicareCQ. Participating in self-reflection and self-practice. * Represent AnglicareCQ and headspace Emerald at events, conferences and seminars. |
| **Workplace Health & Safety (WHS)** | * Assist to ensure a safe workspace and safe working practices by attending orientation and refresher training in relation to Workplace Health and Safety policies and procedures as required, assist with regular safety audits and 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 AnglicareCQ’s policies and procedures. * Comply with all legal, professional, financial, and employment obligations and comply with AnglicareCQ’s policies and procedures. |

**SELECTION CRITERIA**

**Mandatory Requirement/s:**

The following criteria must be met for consideration for this position:

**Essential**

**Qualifications and Registrations**

* Approved tertiary level qualification in an allied health discipline, including social work, psychology (4+2 pathway or 5+1 pathway), mental health nursing, and/or occupational therapy.
* Registration or membership with appropriate registration authority or professional body (APHRA or AASW).
* Demonstrated experience in leadership of multidisciplinary teams, including the provision of clinical supervision and the facilitation of case review processes.
* Demonstrated leadership in working in youth mental health and / or in-depth understanding of mental health issues, particularly affecting young people, and including best treatment options, support services and co-mobilities.
* Knowledge and understanding of theory underpinning evidence-based interventions and clinical mental health and alcohol and drug use.
* Ability to work holistically with young people with mental health issues including people from Aboriginal and Torres Strait Islander and/or LGBTIQA+ backgrounds.
* Have demonstrated a commitment to continuing professional development and may have contributed to workplace education through provision of seminars, lectures, or in-services.

**OTHER REQUIREMENTS**

* Anglicare Central Queensland is working towards being a Child Safe Organisation and is an NDIS registered service provider. It is a requirement to hold current Disability Worker Screening, Working with Children Check and pass a National Police Check before commencing employment with us.
* Must hold a current Queensland Open Driver’s licence or licence recognised by Australian laws and the ability to travel.
* Must have proof of current eligibility to work in Australia (visa holders).
* Successful completion of a six (6) month minimum employment period (probation) in accordance with AnglicareCQ’s policies and procedures.
* Hours of work-business hours, some flexibility will be required to work after hours as required.
* Ability to travel and provide outreach supports.
* This Position Description should be read in conjunction with the AnglicareCQ Personal Attributes Matrix (Appendix 1)

**Knowledge competencies for the Role**

* Adhering to principles and values
* Upholds ethics and values
* Demonstrates integrity
* Promotes and defends equal opportunities, builds diverse teams
* Encourages organisational and individual responsibility towards the community.
* Establishes good relationships with all people
* Builds wide and effective networks of contacts inside and outside the organisation
* Relates to people at all levels
* Manages conflict
* Appropriately follows instructions from others while still providing constructive feedback
* Demonstrates an interest in and understanding of others
* Adapts to the team and builds team spirits
* Supports, cares and is compassionate towards others
* Adapts to changing circumstances
* Accepts new ideas and change initiatives
* Works well in a team environment
* Manages time effectively
* Works in a systematic methodical and orderly way
* Contributes towards the young person’s care plan within the multidiscipline team
* Commitment to ongoing professional development in youth mental health

**Policies and workplace practices:**

All headspace Emerald employees are required to acquaint themselves with the organisation’s policies and procedures and to abide by them at all times. It is expected that at all times, employees will:

* be respectful towards the organisation, colleagues, young persons and the general public
* be cognisant with and uphold the objectives and philosophy of headspace
* act collaboratively with all colleagues
* act in a safe and responsible manner at all times