### Position Description - Alfred Health

**Date Revised:** 24 August 2020  
**Position:** Continuing Care Team (CCT) Clinician  
**Award/Agreement:** Victorian Mental Health Services Enterprise Agreement 2016-2020 OR Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2017 – 2021  
**Classification Title:** Psychiatric Nurse Grade 3, or Social Worker / Occupational Therapist / Psychologist Grade 2  
**Department/Unit:** headspace Early Psychosis Frankston  
**Clinical Program:** Alfred Mental & Addiction Health  
**Division:** Operations  
**Reports To:** Team leader CCT Frankston  
**Clinical Accountability To:** Principal Psychiatrist, headspace Early Psychosis  
**Operationally Accountable:** Manager, headspace Early Psychosis  
**Professionally Accountable:** Discipline Senior, headspace Early Psychosis

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**Alfred Health**

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at [www.alfredhealth.org.au](http://www.alfredhealth.org.au)

**Our Purpose**

To improve the lives of our patients and their families, our communities and humanity.

**Our Beliefs**

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education, we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow
ALFRED MENTAL & ADDICTION HEALTH - PROGRAM, DEPARTMENTS & UNITS

Alfred Mental & Addiction Health is responsible for the operation of services, which focus on people with a severe mental illness residing in the Inner South Eastern area of Melbourne.

Services are provided by a number of teams located at the Alfred Hospital (Commercial Road, Prahran) and at St. Kilda Road Clinic, Alma Road CCU in St. Kilda, PARC at Nicholson Street Prahran, Aged Mental Health service at Caulfield Hospital and the Child & Adolescent Service located in Moorabbin and headspace service in various locations in Victoria. Alfred Mental & Addiction Health also works in partnership with relevant local non-government and social support agencies.

The single most important goal of Alfred Mental & Addiction Health is to create an environment that facilitates clinical recovery, supports individual recovery efforts and strives to minimise service system barriers to the recovery process.

HEADSPACE AND CHILD & YOUTH MENTAL HEALTH SERVICE (CYMHS)

The Child & Youth Mental Health Service (CYMHS) at Alfred Health is a community-based service that provides comprehensive assessment, treatment and case management to infants, children, adolescents and young people up to the age of 25 years of age presenting with behavioural, emotional, psychiatric or developmental difficulties. CYMHS provides clinical services in partnership with a wide range of service providers to achieve the best possible outcomes. CYMHS is committed to active participation by families and young people in evaluating and improving our services.

headspace Southern Melbourne was established in 2007 and Alfred Health became the lead agency in 2011. The centre was relocated and became headspace Elsternwick in 2013. In the same year, headspace Elsternwick launched the beginnings of the headspace Early Psychosis program.

headspace Early Psychosis, established in 2011, is an accessible youth and family friendly mental health service for young people (12-25) struggling with hearing voices and unusual beliefs. It builds on individual strengths and resilience, uses the wisdom of lived experience and fosters hope, potential and recovery. headspace Early Psychosis operates in five headspace centres across the Southern Metropolitan Region of Melbourne. Four regional Community Care Teams (CCTs) are based in Bentleigh, Frankston, Dandenong and Narre Warren. The service also includes a Mobile Assessment and Treatment Team (MATT) and a centre based Recovery Program (RC) to serve the whole of the Southern Metropolitan region.

headspace Early Psychosis works in partnership with the Discovery College an educational program that brings all the elements of the headspace model together in an environment that supports people to learn from different perspectives on mental health. The Discovery College is a core part of our workforce development program and all staff are expected to participate.

A responsive and flexible approach to treatment called Collaborative Adaptive Network Approach (CANA) is used at headspace Early Psychosis. This is an alternative approach to helping people who are experiencing distress, crisis and mental health difficulties. CANA is a way of structuring mental health services to be responsive to people’s needs. It is a needs adapted network based approach to treatment, bringing together those people who are important to the young person.

Our staff also use the Client Directed Outcome Informed approach, where in partnership with young people and their networks we monitor the progress of treatment to ensure that what we are doing together with young people is working for them. Young people and their networks are asked to routinely complete the Outcome Rating Scale (ORS) to give us feedback about progress, and the Session Rating Scale (SRS) that helps us monitor our approach and the experience of the service so that we can adjust things as needed.

CYMHS and headspace are committed to active participation by young people and families through all phases of service planning, implementation and evaluation.
VISION

**headspace** Early Psychosis is friendly to young people and families. We will provide an accessible mental health service for young people struggling with hearing voices and unusual beliefs in partnership with the community. We will build on strengths and resilience, use the wisdom of lived experience and foster hope, potential and recovery.

VALUES

*Respect*

We value and build on the beliefs, strengths and potential of young people, families and their community connections and treat young people as intrinsically valuable.

*Partnership*

Our service development, implementation and evaluation will, at every stage, be youth driven and family guided. We will work collaboratively with the community to develop a service that enhances the existing services.

*Empathy*

We will focus on the humanity and importance of each young person and their family. We will maintain sensitivity to cultural diversity.

*Excellence*

The care we provide will be of the highest quality and will reflect a culture of innovation, evidenced based practice, reflection and continual learning.

*Self Determination*

Treatment we provide will be client directed with a focus on recovery and client determined goals, sensitive to the needs of young people.

*Integrity*

We strive for the highest degree of fairness, honesty and trust.

*Accountability*

We show pride, enthusiasm and dedication in everything that we do. We will respond and adapt to feedback.

POSITION SUMMARY

*This position is full-time with ADO until June 2021, and is based at Headspace - 62 Playne St, Frankston.*

The Early Psychosis clinicians play an important role in supporting the case management of young people with early psychosis. They work as part of a multidisciplinary team and contribute to the further development of this service. Staff work in close collaboration with the wider Alfred CYMHS and **headspace** service system to ensure coordinated transitions and integration of services across the system of care.

The position requires experience in the diagnosis and provision of assessment and intervention with young people with psychosis and alcohol and other drug issues and their families. The successful applicant will participate in service innovation and development and evaluation activities.

This position reports to the team leader and consultant psychiatrist. Staff will be involved in discipline specific and generalist work. Supervision of staff and students, professional development activities and research are required.
DUTIES AND RESPONSIBILITIES (PRIVILEGES)

KEY RESPONSIBILITIES

1. CLINICAL CARE
   - The incumbent will provide clinical assessment, intervention, case-management and therapy to young people presenting with or at risk of developing early psychosis and facilitate a culture that emphasises family involvement.
   - Demonstrate knowledge and provide advice on evidenced based practice in mental health especially early psychosis.
   - Actively seek to engage clients, carers and families in treatment, planning and review processes.
   - Strengthen shared care models and partnership development with other service providers.

2. QUALITY IMPROVEMENT
   - Support continuing professional development and develop specialist skills in the area of early psychosis.
   - Participate in and be involved in committees, portfolios, working parties and community networks.
   - Contribute to the orientation and supervision of entry-level staff and students in Adolescent and Youth Psychiatry.
   - Adhere to professional standards and ethics as outlined in the code of conduct, National Mental Health Practice Standards and other related protocols.
   - Ensure routine documentation processes within the team including use of electronic health records and data collection requirements.
   - Act as a resource demonstrating current theoretical knowledge and evidence base for discipline specific practice in mental health.
   - Contribute to research and evaluation activities within the service.

3. COMMUNICATION AND TEAM WORK
   - Demonstrate positive team behaviours.
   - Collaborate with professionals from other disciplines and other agencies, and engage in partnership development that expands the range of services and access to services for young people with early psychosis and their families.

4. PROFESSIONAL DEVELOPMENT
   - Participate in an appropriate supervision program.
   - Participate in professional development activities.
   - Participate and lead discipline specific meetings and projects as appropriate.

KEY CAPABILITIES

- Demonstrated competence in the provision of a full range of mental health services including: mental state and psychological assessments (including crisis assessments), individual, family and group, treatments for adolescents and young adults presenting with a range of behavioural, emotional, social or developmental issues, including psychosis and alcohol and other drug issues.

- Extensive Skills and experience in assessment of adolescents and adults and skills in engaging with young people and their families including capacity to provide some flexible outreach services.
• Demonstrated ability to work within structures of supervision and clinical accountability
• High level of interpersonal skill and demonstrated ability to consult, liaise and negotiate with young people, family members, members of the general community and other professionals
• Ability to contribute to mental health research and quality improvement projects
• Ability to function independently and seek guidance and support when necessary as part of a multidisciplinary team
• Knowledge of the principles and application of the Mental Health Act (1986) and amendments (1996), Children’s and young person’s Act (2005) and other relevant legislation and policies and strategic directions in public mental health service provision

**Mental Health Workforce Capabilities & Priorities Include:**

1. **RIGHTS, RESPONSIBILITIES, SAFETY AND PRIVACY**
   Mental health professionals uphold the rights of people affected by mental health problems and mental disorders, and those of their family members and/or carers, maintaining their privacy, dignity and confidentiality and actively promoting their safety.

2. **CONSUMER AND CARER PARTICIPATION**
   Mental health professionals encourage and support the participation of consumers and carers in determining (or influencing) their individual treatment and care.

3. **AWARENESS OF DIVERSITY**
   Mental health professionals practise in an appropriate manner through actively responding to the social, cultural, linguistic, and spiritual and gender diversity of consumers and carers, incorporating those differences in their practice.

4. **MENTAL HEALTH PROBLEMS AND MENTAL DISORDERS**
   Mental health professionals are knowledgeable about mental health problems and mental disorders and the co-occurrence of more than one disease or disorder, and apply this knowledge in all aspects of their work.

5. **PROMOTION AND PREVENTION**
   Mental health professionals promote the development of environments that optimise mental health and wellbeing among populations, individuals and families in order to prevent mental health problems and mental disorders.

6. **EARLY DETECTION AND INTERVENTION**
   Mental health professionals encourage early detection and intervention.

7. **ASSESSMENT, TREATMENT, RELAPSE PREVENTION AND SUPPORT**
   Mental health professionals provide or ensure that consumers have access to a high standard of evidenced-based assessment, treatment, rehabilitation and support services that prevent relapse and promote recovery.

8. **INTEGRATION AND PARTNERSHIP**
   Mental health professionals promote the integration of components of the mental health service to enable access to appropriate and comprehensive services for consumers, family members and/or carers through mainstream health services.

9. **SERVICE PLANNING, DEVELOPMENT AND MANAGEMENT**
   Mental health professionals develop and acquire skills to enable them to participate in the planning, development, implementation, evaluation and management of mental health services to ensure the delivery of coordinated, continuous and integrated care within the broad range of mainstream health and social services.
10. DOCUMENTATION AND INFORMATION SYSTEMS

Mental health professionals maintain a high standard of documentation and information systems on clinical interventions and service development, implementation and evaluation to ensure data collection meets clinical, monitoring and evaluation needs.

11. EVALUATION AND RESEARCH

Mental health professionals systematically monitor and evaluate their clinical practice, consistent with the National Standards for Mental Health Services and relevant professional standards to ensure the best possible outcomes for consumers, family members and/or carers.

12. ETHICAL PRACTICE AND PROFESSIONAL RESPONSIBILITIES

Mental health professionals adhere to local and professionally prescribed laws, codes of conduct and practice, and take responsibility for their own professional development and continuing education and training

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Commitment to child safety - Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position, you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

QUALIFICATIONS/EXPERIENCE REQUIRED

- Approved tertiary qualifications in relevant discipline and eligibility for membership of AHPRA or the appropriate professional body:
Registered Nurse

- Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent OR Bachelor Degree in Nursing or equivalent plus an approved postgraduate qualification in Psychiatric/Mental Health Nursing. Registration as a Registered Nurse with the Nursing and Midwifery Board of Australia

Occupational Therapist

- Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA) to practice with the National Board.

Psychologist

- Registration as a psychologist under the Health Practitioner Regulation National Law Act (2009). Practice endorsement as a clinical/clinical neuropsychologist with the Psychology Board of Australia.
- Registration to practice as a supervisor with AHPRA

Social Worker

- Approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

OTHER RELEVANT INFORMATION

- Working across headspace programs and teams will be actively encouraged. Staff may be required to work from any Alfred Health headspace site.
- Current Victorian Driver’s License
- Current working rights visa
- Satisfactory completion of a Police Check
- Satisfactory completion of Working with Children Check

This position description will be subject to periodic review.

Position Description authorised by: Winnie McCulloch – Manager headspace Early Psychosis

Date: 21 March 2018