POSITION DESCRIPTION – Alfred Health

DATE REVISED: 21 August 2020

POSITION: Clinician / Case Manager

AWARD/AGREEMENT: Victorian Mental Health Services Enterprise Agreement 2016-2020
Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2017-2021

CLASSIFICATION TITLE: OT2, SW2, RPN3, SP2, P2

DEPARTMENT/UNIT: Alfred Child & Youth Mental Health Service (CYMHS)

CLINICAL PROGRAM: Alfred Mental & Addiction Health

DIVISION: Operations

CLINICALLY ACCOUNTABLE TO: Consultant Psychiatrist

OPERATIONALLY ACCOUNTABLE: Team Leader

PROFESSIONALLY ACCOUNTABLE TO: Discipline Senior

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

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.

CHILD & YOUTH MENTAL HEALTH SERVICE (CYMHS)

Alfred CYMHS is one component of the Department of Mental & Addiction Health at Alfred Health. We are a community-based service providing 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. Alfred CYMHS is committed to active participation by families and young people in evaluating and improving our services.

POSITION SUMMARY

The position is for a clinician to undertake generic case management responsibilities on our general sector team, which provides assessment, treatment, and intervention to children and youth aged 4-25 years.

*The position is a part time position for 6 months based in Moorabbin.*

DUTIES AND RESPONSIBILITIES (PRIVILEGES)

- Provide clinical assessment, intervention, case management and therapy to children and young people who are experiencing a range of mental health difficulties within a culture that emphasises family involvement
- Assist with coverage of intake and crisis response functions within the service
- Work collaboratively with clients, families and other services to ensure best outcomes for the clients
- Provide multidisciplinary consultation to other team members and community services regarding assessment, formulation and implementation of a range of therapies for clients and their families
- Participate in appropriate supervision program
- Maintain appropriate records related to service delivery and participate in quality improvement activities
- Participate in Mental and Addiction’s Health performance management program

KEY CAPABILITIES

Specific to this role:

- Demonstrated capability in the provision of mental health interventions including mental state, psychological assessments, individual, family and group treatments for children and youth presenting with a range of psychiatric, behavioural, emotional, social or developmental issues.
- Demonstrated skills and experience in discipline specific assessments and interventions.
- High level on interpersonal skill and demonstrated ability to consult, liaise and negotiate with young people, family members, members of the general community and other professionals.
- Commitment to enabling the involvement of families, carers, consumers and other service providers/agencies as appropriate in the treatment planning and outcome review process
- Ability to function independently and also effectively in a multi-disciplinary team
- Demonstrated ability to work within the structures of supervision and clinical accountability
- Active participation in quality improvement activities including clinical review meetings, outcome measurement and analysis, and the maintenance of daily contact records
- Effective planning and organizational skills
- Demonstrated ability to contribute to a positive team environment
- Knowledge of the principles and application of the Mental Health Act 2004 and Children and Young person’s Act 2005 incorporating the child information sharing scheme and any other relevant legislation

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

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.

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

Speech Therapist
- Registration as a speech therapist.

Social Worker
- Approved degree in Social Work
- Eligibility for membership of the Australian Association of Social Workers.

Psychologist
- Current registration as a psychologist with the Australian Health Practitioner regulation Agency (AHPRA) to practice with the board
- Endorsement as a clinical psychologist under the Health Practitioner Regulation National Law (Victoria) Act 2009 or eligibility and willingness to participate in a registrar training program leading to endorsement.
- A masters or doctoral degree in Clinical Psychology

OTHER RELEVANT INFORMATION
- This position may be required to work at any campuses of the Alfred Health or external agencies as and when required. Such a requirement may be on going, a temporary arrangement, on an ad hoc basis or a permanent change of location.
- 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: Denise Fry
Date: 20 August 2020