Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Clinical Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>headspace Queanbeyan</td>
</tr>
<tr>
<td>Reports to</td>
<td>Centre Manager</td>
</tr>
<tr>
<td>Hours</td>
<td>As per employment contract</td>
</tr>
<tr>
<td>Conditions of Employment:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Western NSW Medicare Local Enterprise Agreement 2013</td>
</tr>
<tr>
<td></td>
<td>Marathon Health Policies and Procedures</td>
</tr>
<tr>
<td></td>
<td>Police Check</td>
</tr>
<tr>
<td></td>
<td>Working with Children Check</td>
</tr>
<tr>
<td></td>
<td>Position Description</td>
</tr>
<tr>
<td></td>
<td>Letter of Offer</td>
</tr>
<tr>
<td>Incumbent</td>
<td></td>
</tr>
<tr>
<td>Contract Term</td>
<td>As per employment contract</td>
</tr>
</tbody>
</table>

Purpose of the Role

The Clinical Team Leader will perform a senior clinician role, and provide clinical leadership, supervision and guidance to the headspace team. The Clinical Team Leader will deliver direct clinical services to young people accessing the centre, with some services provided under MBS. In particular, they will provide service to young people who do not meet the funding criteria for other providers within the centre, and/or the young person’s needs are better suited to the skill level and scope of work the Clinical Leader is capable of providing.

The Clinical Team Leader will have a key role in the development and ongoing review and maintenance of the Clinical Governance Framework for headspace in conjunction with the centre management.

Key Relationships

The Clinical Team Leader reports to the headspace Centre Manager. You will be required to maintain effective working relationships with the headspace partner organisations, other stakeholders, and work closely with the headspace team.

Position Responsibilities

Indicative duties for the Clinical Leader include:

Leadership

- Provide the headspace Centre Manager with advice regarding the delivery of clinical services within headspace.
- Provide clinical supervision, support and guidance as appropriate to practitioners, support staff and other headspace clinical staff.
- Line management responsibility for the Youth Care Coordinators and Mental Health Clinician.
- In collaboration with the Centre Manager, ensure that clinical staff are effectively oriented, trained, supervised and provided with appropriate professional development to allow them to provide high quality clinical services.
Engage relevant sectors in dialogue concerning evidence-based approaches to care for young people, promote the uptake of integrated care and multidisciplinary team work and participation in the headspace program at a local level. Participate in the appropriate Marathon Health forums which promote ongoing service development, and help guide the headspace program. Participate in the national headspace network, and support the alignment of local headspace clinical operations with the national youth mental health priorities. Using professional networks, work collaboratively with the Centre Manager to seek out additional workforce who may have skills which would bring value to the headspace program.

Clinical Delivery
- Work collaboratively within a multi-disciplinary team.
- Provide appropriate evidence-based counselling and psychological interventions to clients of headspace. This will include consultation billed under the Better Access to Mental Health Care initiative (MBS).
- Provide clinical reports to clinicians per headspace guidelines, in line with professional, ethical, legal guidelines and program guidelines.
- Adhere to relevant professional Code of Ethics.
- Be responsible for case organisation and follow-up of clients.
- Facilitate the integration and coordination of care for consumers and carers in the headspace setting.
- Work collaboratively with the Centre Manager to facilitate multidisciplinary clinical team meetings, care planning and case reviews with other clinical staff designed to increase the use of evidence-based interventions for young people with mental health and associated substance use problems and encourage informed collaboration and participation in headspace activities.
- Ensure absolute confidentiality relating to any information of a private nature concerning clients.
- Maintain and update active client files and store these active files according to legal requirements.
- Ensure that regular clinical review meetings are held and appropriately documented.
- Review referrals with an emphasis on determining service suitability and facilitating warm referrals as necessary.
- Undertake allocation of young people to clinicians, considering clinician capacity and skill set.

Clinical Service Governance
- Assist the Centre Manager to develop and document policies and procedures that minimise risk; ensure the delivery of integrated and coordinated high quality, evidence-based clinical care services to young people through the headspace primary care practice; and assist the service to meet relevant Accreditation requirements.
- Action and follow-up on medical history requests and subpoenas.
- Ensure that appropriate standards of safety, welfare and health care are instituted and maintained for staff and clients within the headspace service.
- Develop, implement and evaluate continuous clinical quality improvement activities to improve the clinical service provision and outcomes for headspace clients.
- Utilise a shared electronic clinical record and associated information.
- Contribute to the headspace service planning and reporting as required.
Education and Training

- Participate in headspace learning opportunities, involving headspace staff as appropriate.
- Participate in the delivery of training programs for other clinical service providers and other stakeholders, as appropriate.

Other Duties

- Demonstrate a commitment to Marathon Health’s ICARE values.
- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Undertake other duties commensurate with the role as required.

Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity & Trust
- Collaboration & Innovation
- Achievement & Excellence
- Respect & Empowerment
- Empathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia
3. Valid Driver License.
Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed ________________________________ Date ________________

Selection Criteria

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

Essential
- Approved tertiary qualification in an allied health discipline including social work, psychology (clinical, counselling, 4+2 and 5+1 pathway), and occupational therapy.
- Full registration with AHPRA or eligibility for full membership with AASW.
- Advanced level of clinical skills and demonstrated experience in a range of mental health service settings.
- Experience in complex clinical triage, assessment and allocation of referrals.
- Experience in service development and maintaining continuous quality improvement.
- Proven ability in the leadership of multidisciplinary teams, including the provision of clinical supervision and the facilitation of clinical review and performance management processes.
- Highly developed verbal and written communication skills; and an excellent track record in building and maintaining effective working relationships with a range of stakeholders.
- Ability to work in a highly productive environment with time pressures whilst managing multiple tasks.
- Advanced computer skills including word processing, spreadsheets, electronic recording systems and data management tools.
- Ability to work both independently and collaboratively as a productive team member.

Desirable
- Post graduate qualification in an area related to youth mental health.
- Demonstrated experience in primary health care clinical services.
- AHPRA approval to provide supervision to clinical placement students, or an ability to obtain approval.
- Experience in the Not for Profit and/or public health sector.
- A broad understanding of the mental health service system within ACT/NSW and knowledge of relevant legislation.