



Swan Hill  
District Health



Inclusive

Compassionate

Progressive

Accountable

*Make a difference by joining the headspace Swan Hill team.*

## Mental Health Clinician (Provisional Psychologist)

### Clinical Psychology Placement

Applications for this position are invited from **Psychologists** undertaking a postgraduate psychology qualification pathway in clinical psychology.

The primary role of the Mental Health Clinician is to work within the headspace multidisciplinary team providing early intervention mental health support to young people aged 12-25 years and their family and friends. The position will conduct psychosocial assessments and deliver evidence-based short-term psychological interventions.

This is a **fixed-term** position (12 months from commencement and ongoing employment may be available at the end of the fixed term dependent on program funding). This position will be fulltime (40 hours per week) including *unpaid placement two days per week* for the duration of placement.

Benefits of the role include the provision of supervision in addition to the salary.

Applicants may also be eligible for Relocation Support (see the Position Description for more information).

**Salary:** \$47,985 per annum (\$79,976 pro rata)

The Lead Agency of headspace Swan Hill is Swan Hill District Health.

**Any enquiries?** Please contact Ian Johansen, headspace Swan Hill Manager on [ijohansen@shdh.org.au](mailto:ijohansen@shdh.org.au) or 03 4010 7102.

Applications including the names of three referees should be directed to the headspace Swan Hill Manager via [Employment@shdh.org.au](mailto:Employment@shdh.org.au) or address to headspace Swan Hill Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria. **Email applications are preferred.**

Successful applicants will provide a cover letter, resume, responses to the Key Selection Criteria and a completed Application for Employment Form.

**Closing Date: 5.00pm, Friday 20 November 2020.**



## Position Description

### Mental Health Clinician (Provisional Psychologist | Clinical Psychology Placement)

---

<b>Location</b>	headspace Swan Hill
<b>Classification</b>	Mental Health Clinician Provisional Psychologist – Clinical Psychology Placement Provisional Psychologist PJ7 <a href="#"><u>Victorian Public Health Sector (Psychologists) Enterprise Agreement 2017-2021</u></a>
<b>Salary</b>	\$40.47 per hr
<b>Hours</b>	Full time 40 hours per week (1.0 FTE) - <b>including unpaid placement 2 days per week</b> Hours of Work 9.30am - 6.00pm
<b>Term</b>	Fixed Term position for 12 months from commencement
<b>Direct Employer</b>	<b>Swan Hill District Health</b> (the Lead Agency for headspace Swan Hill)

---

#### POSITION SUMMARY

The primary role of the Provisional Psychologist is to work within a multidisciplinary team providing early intervention mental health support to young people aged 12-25 years. The successful candidate will be employed three days per week as a provisional psychologist and complete their clinical psychology placement with headspace Swan Hill unpaid two days per week.

This position will deliver evidence-based short-term psychological interventions to young people with mild to moderate mental health issues. These services will be provided to young people in stages 0-2 in the [clinical staging model](#) for early intervention youth mental health services. This will include conducting assessments and developing care plans in conjunction with the young person and identified family, friends and professionals. The role will also include care coordination support to young people, facilitation of groups, and community engagement work.

The Provisional Psychologist will collaborate with other staff and agencies to ensure a holistic approach to the young person's care. The Provisional Psychologist will ensure that young people have pathways to access to a range of services relevant to their health, housing, social and developmental needs.

We are looking for enthusiastic and optimistic applicants that are passionate about working with young people, responsive, and intent on providing positive outcomes for young people, their family and friends.

To find out more about **headspace**, **headspace Swan Hill** and **Swan Hill District Health** visit [headspace.org.au](http://headspace.org.au), [headspace.org.au/headspace-centres/swan-hill/](http://headspace.org.au/headspace-centres/swan-hill/) and [www.shdh.org.au](http://www.shdh.org.au).

## KEY RESPONSIBILITIES

### Collaborative Mental Health Services

- Undertake headspace [psychosocial assessments](#) and make recommendations for future support.
- Provide short-term evidence-based psychological interventions to young people with mild to moderate mental health issues (stages 0-2 in the [clinical staging model](#) for early intervention youth mental health services) in partnership with identified family, friends, and workers.
- Develop, review, and close Shared Support Plans in partnership with young people, their family and friends and other service providers.
- Assess, monitor, and manage clinical risk in consultation with the Senior Clinician/Manager.
- Deliver individual, group, and family therapies.
- Provide care coordination services.
- Collaborate with the headspace team, partner organisations, and stakeholders to provide the best possible outcomes for young people and their family and friends.
- Participate in regular headspace meetings and clinical and line management supervision.
- Develop clinical practice knowledge and expertise through active learning.
- Maintain clinical records and minimum data set requirements in line with organisational policies and professional standards.
- Relieve the reception role – responding to service enquiries, screening new referrals, and booking appointments as needed.

### Community Engagement

- Work as a part of the headspace team to represent and promote headspace at community awareness and youth engagement events.
- Deliver presentations to youth or community groups utilising headspace generic presentations.

### General

- Build and maintain effective relationships with key stakeholders involved in the provision of health, mental health, and psychosocial services to young people to enable integrated service delivery.
- Promote the positive reputation of the organisation.
- Participate in relevant training and development activities as an effective team member.
- Participate in quality and service improvement activities.
- Other duties consistent with the position where required and/or requested by management from time to time.

## RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent headspace to the public, community, government and other organisations.

---

**Reports To**

headspace Swan Hill Manager

---

	headspace Swan Hill Senior Clinician
<b>Internal Relationships</b>	headspace Swan Hill staff Swan Hill District Health staff Youth Reference Group members
<b>External Relationships</b>	Young people and their family and friends that access the centre Local youth, health, and community service providers and staff Consortium partner organisations and staff

---

## KEY SELECTION CRITERIA

Successful applications will provide *all* of the following:

1. a cover letter,
2. résumé,
3. responses to each bullet point under *Qualifications and Registrations, Personal Attributes, Key Selection Criteria, and Desirable Experience* (if able), and a
4. completed Swan Hill District Health Application for Employment Form (below).

### Qualifications and Registrations

- Tertiary enrolment in a Clinical Psychology pathway which enables the candidate to register as a Provisional Psychologist with the Psychology Board of Australia.

*headspace Swan Hill uses the Victorian Public Service Employment Capability Framework to assess roles and the capability of candidates. In preparing your responses to the Key Selection Criteria please [click here](#) for more information on the framework and the “Levels” shown.*

### Personal Qualities

- Teamwork - Co-operates and works well with others in the pursuit of team goals. Collaborates and shares information, showing consideration, concern, and respect for others. Accommodates and works well with the different working styles of others and encourages resolution of conflict within the group.
- Customer Focus - Listens to people and actively seeks to meet their needs. Seeks ways to improve services. Committed to delivering high quality outcomes for young people, their family and friends.

### Knowledge and Skills (Most at Level B and some at Level C)

- Interpersonal Skills - Detects the underlying concerns, interests or emotions that influence what is said or being done. Presents as genuine and sincere when dealing with others. Projects an objective view of another’s position and gets the best outcomes for individuals and organisations.
- Service Excellence - Uses understanding of the young person or stakeholder’s context to tailor services and ensure a high quality response. Looks beyond the obvious to provide outstanding levels of service.
- Problem Solving - Seeks all relevant information for problem solving. Analyses issues from different perspectives and drawing sound inferences from the available information. Identifies, proposes, and implements workable solutions to problems.

- Verbal Communication - Clearly understand the target audience and the purposes of communication. Uses feedback to refine communication and ensure it is understood. Handles difficult and sensitive communications.
- Computer Skills – Understands the purpose of, and is able to use, common software applications for work processing and email.

### Desirable Experience (Optional)

- Experience working with young people aged 12-25 and/or the primary mental health sector.
- Demonstrated practice using [focussed psychological strategies](#).

## WORKPLACE POLICIES AND PRACTICES

All Swan Hill District Health employees are required to familiarise themselves with the organisation's policies and procedures and to abide by them at all times.

---

<b>Our Purpose:</b>	<p>Connected Care / Best Experience</p> <ul style="list-style-type: none"><li>• SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</li></ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"><li>• Each staff member is expected to demonstrate a commitment to best practice.</li><li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li><li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li><li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies and Protocols</li><li>• We recognise diversity is part of every person and as such providers of health care must be actively involved in developing models of care that are person centred.</li></ul>
<b>Person Centred Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centred Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care. Recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centred.</p>
<b>Infection Control:</b>	<ul style="list-style-type: none"><li>• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li><li>• The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li></ul>
<b>Privacy and Confidentiality:</b>	<p>SHDH is committed to protecting young people, their family, friend and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the</p>

---

- rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
- Mandatory Training:** All employees must be aware of and complete designated mandatory training within the required time frame.
- Safety:** It is the responsibility of every staff member to:
- Take reasonable care for your safety and the safety of others while at work.
  - Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.
  - Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.
  - Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.
  - Complete all Mandatory training requirements as identified and directed.
  - Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
- Asset Management:** Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
- Review:** Completion of My Work Plan on a yearly basis.
- Other Requirements:** The position holder will:
- Maintain a current Working with Children Check and National Police Check\*\*.
  - Maintain a current driver's license\*\*.
  - Maintain eligibility to work in Australia\*\*.
  - Participate in a six-month probationary period.
- \*\* Evidence must be provided prior to appointment.
- 

## SWAN HILL DISTRICT HEALTH AND GENERAL INFORMATION ABOUT SWAN HILL

For more information about **Swan Hill District Health** visit [www.shdh.org.au](http://www.shdh.org.au). For more information about life in Swan Hill [click here](#).

### Further enquiries

To find out more about this position and the application process, please direct your enquiries to Ian Johansen, headspace Swan Hill Manager on 03 4010 7102 or [ijohansen@shdh.org.au](mailto:ijohansen@shdh.org.au).

---

**Approved by:** headspace Swan Hill Manager

---

**Date Approved:** 20201110

**Manager Name:**

**Manager Signature:**

**Date:**

---

**Employee Name:**

**Employee Signature:**

**Date:**

---



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
------------------------------	--

<b>General Information</b>
----------------------------

<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin?     No             Aboriginal             Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes     No

Are you an Australian Citizen or Permanent Resident:  Yes     No                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

<b>Conditions of Employment</b>
---------------------------------

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

<b>Discipline/Misconduct</b>
------------------------------

Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

---



---

## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

---

---

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585