



**Swan Hill**  
District Health  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Mental Health Clinician- Counselling Department**

Part Time 0.8 – 1.0 EFT position

Swan Hill District Health is seeking a Provisional Psychologist, Registered Psychologist or Social worker (with mental health Accreditation) who has a genuine interest in supporting their community through a generalist counselling role.

Interested? Please read on.

### **About the Role:**

The Mental Health Clinician implements positive outlooks within the Mental Health field which can make a real difference to the lives of people in our community?

Do you have a passion for contributing to you community? If so this may be the role for you.

### **About Swan Hill:**

Located on the majestic Murray River, around 3.5 hours from Melbourne, Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community. Our main street boasts a vibrant shopping district with high quality restaurants with little traffic congestion. You'll find affordable housing, safe spaces for kids, swimming pools, quality education options and a healthy lifestyle.

Work/life balance is of the utmost importance to us here at Swan Hill District Health, as well as a relaxed country lifestyle we provide:

- Excellent Professional Development opportunities
- Generous Salary Packaging and Employee Benefits
- Variety in work and a sense of achievement for the community

### **After More Information?**

For more information on this role please contact Manager Counselling Department, Jann Barkman on (03) 5033 9990 or email [jbarkman@shdh.org.au](mailto:jbarkman@shdh.org.au)

### **To Apply:**

Applications should be made through our website [www.shdh.org.au](http://www.shdh.org.au). Only those applications containing a CV, Cover letter addressing the Key Selection Criteria, a SHDH Application for Employment form and three references will be accepted.

Queries relating to this process can be directed to [employment@shdh.org.au](mailto:employment@shdh.org.au)

**Closing Date: 31 May, 2022**

*Aboriginal and Torres Strait Islander people are encouraged to apply*



|                                |  |
|--------------------------------|--|
| <b>Position:</b>               | Mental Health Clinician<br>(12 month maternity position).  |
| <b>Classification:</b>         | Based on tertiary qualifications   |
| <b>Department:</b>             | Counselling Department   |
| <b>Reports to:</b>             | Counselling Manager.   |
| <b>Position Summary:</b>       | <p>To provide assessment and counseling within a generalist counseling team to the community.</p> <p>The position is located within the Swan Hill District Health (SHDH) Primary Care Division –Counseling Department based at the Pritchard Street Venue.</p> <p>The Mental Health Clinician will work as part of a multidisciplinary team liaising extensively with established networks. Collaboration within the region is also required.</p>  |
| <b>Responsibilities:</b>       | <p><b>Provision of:</b></p> <ul style="list-style-type: none"> <li>• Client management <ul style="list-style-type: none"> <li>○ In conjunction with clients the development of Consumer Care Team Plan including assessment, short term/long term goals and management structure. Facilitation of referrals when/if appropriate. Preparation of confidential reports. Participate as required in case conferences and case management</li> </ul> </li> <li>• Participation in regular professional clinical supervision/peer supervision.</li> <li>• Participation in a multi- disciplinary approach to health care.</li> <li>• Compliance with the code of ethics, standards of practice and registration requirement to the discipline.</li> <li>• Health promotion and education, based on health and well-being.</li> <li>• Participation in planning and reporting as directed.</li> <li>• Professional development and the upgrading of skills as directed.</li> <li>• Facilitate / co facilitate group work/presentations.</li> </ul> |
| <b>Key Selection Criteria:</b> | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Qualification in Psychology or Social work,</li> <li>• According to discipline requirement current registration with the appropriate Occupation Association.</li> <li>• Knowledge and experience re therapeutic interventions and client management.</li> <li>• Strong/Adequate interpersonal and communication skills.</li> <li>• Demonstrated commitment to quality client service.</li> <li>• Ability to work in a team environment.</li> <li>• Ability to learn quickly and to manage change. Demonstrated ability to manage a demanding workload through effective prioritizing of tasks.</li> <li>• Excellent computer literacy including MS Office, email and internet</li> <li>• Evidence of immunization records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)</li> <li>• Current Police Check and Working with Children Check</li> <li>• COVID 19 Vaccination Certificate</li> </ul>             |
| <b>Salary/Award:</b>           | Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .   |

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| <b>Infection Control:</b>              | <ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</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 &amp; Protocols</li> </ul>  |
| <b>Person Centered Care:</b>           | <p>The Health Service supports in its values the philosophy of Person Centered 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.</p> <p>We recognize 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 centered</p>   |
| <b>Our Purpose:</b>                    | <p><b>Connected Care / Best Experience</b><br/> 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.</p>  |
| <b>Privacy and Confidentiality:</b>    | <p>SHDH are committed to protecting patient 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 rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>   |
| <b>Mandatory Training:</b>             | <p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>  |
| <b>Safety:</b>                         | <p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul> |
| <b>Asset Management:</b>               | <p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>  |
| <b>Review:</b>                         | <p>Completion of My Work Plan on a yearly basis.</p>  |

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|---------------------------------|--------------|
| <b>Previous Revision dates:</b> | January 2022 |
| <b>Current:</b>                 | MARCH 22     |
| <b>Managers Name:</b>           |              |
| <b>Managers Signature:</b>      |              |
| <b>Employees Name:</b>          |              |
| <b>Employees Signature:</b>     |              |



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

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

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|-----------------------|--------------|--------------------|--------------|
| <b>First name</b>     |              | <b>Middle name</b> |              |
| <b>Last name</b>      |              |                    |              |
| <b>Address</b>        |              |                    |              |
| <b>Preferred name</b> |              |                    |              |
| <b>Contact</b>        | <u>Phone</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

**Conditions of Employment**

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)

**Discipline/Misconduct**

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

If **Yes**, please provide details:

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## 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)**

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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