

# Job Description

QF-37-HR v1



<b>Job Title:</b>	Clinical Lead	<b>Reports To:</b>	headspace Manager
<b>Department/Group:</b>	headspace	<b>Job Code/ Req #:</b>	NA
<b>Location:</b>	Cannington	<b>Hours of Work:</b>	37.5 hours per week
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	Full time
<b>HR Contact:</b>	Derek Choy	<b>Date posted:</b>	TBA
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	TBA

## Applications Accepted By:

### FAX OR E-MAIL:

(08) 9458 8733 or 9393 0300

**Attention:** Lydia Moessmer

### MAIL:

Derek Choy  
Arche Health Limited  
4/1140 Albany Highway  
Bentley, WA 6102  
(PO Box 268 Bentley, WA 6982)

## Job Description

### INTRODUCTION

#### Organisational Context

Arche Health is a not for profit primary health care organisation, responsible for supporting better coordination between primary health care services, identifying gaps in service delivery and for supporting improvements in the way primary care is delivered. For more information about the organization, please visit our website [www.archehealth.com.au](http://www.archehealth.com.au).

#### Organisational Goals

- ✓ Improve the young person's journey through the development of integrated and coordinated services
- ✓ Provide support to clinicians and service providers in our region to improve client care
- ✓ Identify the local health needs within our region and develop locally-focused and responsive services
- ✓ Facilitate the implementation and successful performance of primary healthcare initiatives and programs
- ✓ Be efficient, compassionate and accountable
- ✓ Arche Health has been funded by the WA Primary Health Alliance (WAPHA) to establish and operate the headspace centre in Cannington. headspace is delivered under a partnership model with all members committed to improving outcomes for young people aged 12-25 years (and their families) affected by mental health and/or alcohol and other drug (AOD) issues. The shared principles of a client-centred, community-oriented approach will deliver sensitive, accessible and quality services for young people.

#### headspace Cannington Centre Vision:

- for every young person accessing headspace Cannington, to receive effective mental health support and intervention so that they have a sense of meaning, belonging, hope and a positive future direction.

#### headspace Cannington Centre Mission:

- To establish a youth led headspace centre, with a reputation for leading youth mental health advocacy and innovation

#### headspace Cannington Centre Goals:

- to be a central contact point in the region for issues relating to youth mental health
- to listen to and advocate for sustainable solutions to the issues faced by young people
- to support the development of a regional community in which mental wellbeing is the norm.

#### Position Summary

The Clinical Lead is a key leadership position within the headspace Cannington team and provides oversight in the coordination and delivery of clinical services. The Clinical Lead is primarily responsible for providing clinical leadership and direction to the Centre team, ensuring that day-to-day clinical work is carried out to effectively meet the needs of young people. They must be passionate about working with young people and committed to their health and wellbeing.

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The Clinical Lead will work collaboratively with all clinicians located at headspace Cannington and will report to the headspace Cannington Manager. This position will also form and maintain working relationships with key agencies in the community to establish integrated pathways, referral pathways and protocols for young people.

The Clinical Lead will:

- be an experienced and innovative mental health professional who has a background in youth mental health.
- be a highly motivated individual who can engage, liaise, collaborate and negotiate with a broad range of internal and external workers and organisations.
- contribute to the development of evidence-based and innovative clinical services that promotes the delivery of high quality mental health services.
- provide clinical support and guidance to clinical staff and ensure they are provided with adequate supervision.
- engage in clinical and caseload reviews and actively manage referrals and demand for clinical services. provide 7.5 hours per week contracted direct clinical services through Medicare Better Access,

## PRIMARY DUTIES

### Development and implementation of a range of high-quality programs and services

- Provide clinical leadership, consultation and expertise to headspace Cannington clinicians, consortium members and private practitioners in the delivery of early intervention mental health care to young people and their families.
- Maintain open communication with the headspace Cannington Manager if specific issues arise, relating to a staff member's practice, performance and/or behaviour which may be affecting service delivery to clients. Proactively promote a collaborative working environment.

### Practice, Supervision and Service Delivery Quality Assurance

- Lead and monitor the establishment, ongoing delivery and continuous improvement of evidence-based care to clients, including appropriate clinical services across the mental health spectrum.
- Develop and review clinical governance documents/ processes and oversee all clinical aspects relating to maintaining National Standards Mental Health Services (NSMHS) accreditation and the headspace Model Integrity Standards (hMIF) trademark licence.
- Demonstrate and maintain personal competency in the performance of high quality clinical and technical skills through involvement in direct service delivery.
- Ensure the collection of all relevant data in order to measure deliverables and evaluate the delivery of services at headspace Cannington.
- In conjunction with the headspace Cannington Manager, monitor staff training and professional development, to identify, support and assist with facilitating clinical and ongoing centre development that positively responds to contemporary and diverse client needs.
- Ensure clinical staff receive regular and structured clinical supervision, debriefing, support and feedback.
- Ensure accurate and appropriate case records are maintained by all staff and that the required data collected is compliant with service standards and program accountabilities.
- Provide ethical and professional counselling/therapy services in order to meet the needs of clients.
- Manage clinical resources and rosters in a flexible and efficient manner to effectively manage client loads and to ensure timely and responsive service delivery.

### headspace Cannington strategic and operational involvement

- Ensure alignment with Strategic and Operational requirements and related activities including:
  - achieving and/or exceeding headspace National KPIs benchmarks
  - implementing contemporary practice
  - current policy and organisational objectives
  - collaborate with the manager and key staff
  - contractual obligations are met
- Assist the headspace Manager when required, with the recruitment of suitable staff and mentors, coaches and support staff to ensure they adhere to policies and procedures.

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- Contribute to the vision, strategic planning and relevant policy development for the headspace Cannington centre and actively participate as a member of the management team.
- Liaise and work closely with consortium members and external providers, to ensure the effective functioning of the headspace Cannington centre.

## **Policies, procedures and systems**

- Adhere to and comply with organisational policies, processes and procedures, using appropriate systems where required.
- Model the Organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation including a positive contribution to workplace harmony and displaying cooperative team behaviour.
- Proactively communicate, identify, report, assess OHS related risks and hazards within the centre.

## **Continuous Improvement**

- Demonstrate commitment to the objectives of the team, centre and organisation and show commitment in achieving work and organisational goals.
- Identify, develop, support and/or implement new initiatives and improvement activities as part of the Centre's continuous quality improvement process.

## **Other**

- Perform additional duties from time to time, as required by Management.

## **KEY PERFORMANCE INDICATORS**

Programs and services offered are of high quality and client-centred

- Clinical practice, performance or behaviour issues are raised with the Centre Manager and proactively managed
- Services must meet contractual obligations
- Services are provided, professionally, within budget, on time, and within a quality framework to measure including:
  - Policy and Procedures
  - Occupational Health and Safety
  - Client and financial record-keeping
  - Practice productivity
  - Quality frameworks
  - Supervision expectations/compliance

## **CAPABILITIES AND BEHAVIOURS**

### **Knowledge & Skills**

- Keeps up to date with industry developments including changes to legislation and technology
- Applies knowledge to assess situations accurately to determine appropriate action
- Plans and prioritises work to deliver measurable and timely results.
- Works to develop additional knowledge and skills
- Demonstrates an understanding of organisational policies and processes and implements them appropriately

### **Integration**

- Works with others in the development of strategies and service delivery
- Actively seeks to engage others to work towards common objectives
- Seeks to understand the impact of decisions on all internal and external stakeholders
- Embraces cultural diversity ensuring that interactions and service delivery are aligned to cultural needs

### **Accountability**

- Demonstrates willingness to undertake assigned work
- Demonstrates a willingness to accept changing role requirements as the workplace environment evolves
- Demonstrates willingness to accept direction and feedback from senior management
- Holds self-accountable for measurable, high quality and timely results
- Accepts responsibility for their own actions
- Complies with established policies and processes
- Embraces and displays the corporate values and mission

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## Communication

- Uses various styles of communication to ensure that information being delivered is tailored to the audience
- Ensures that communication is factual, accurate and presented in a clear and concise manner
- Communicates with others in an open and appropriate manner to build positive relationships
- Asks others for their opinions and feedback

## SELECTION CRITERIA

### Essential

1. Possession of Bachelor level tertiary qualifications in Psychology, Social Work, Mental Health Nursing, Occupational Therapy or other Allied Health or Behavioural/Social Sciences.
2. Current full registration with the Australian Health Practitioner Regulation Authority (AHPRA) or AASW.
3. Demonstrated experience and advanced level clinical skills in a range of mental health service settings.
4. Experience in service development and maintaining quality improvement.
5. Demonstrated experience in the provision of clinical supervision and the facilitation of clinical review and performance management processes.
6. Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders.
7. Advanced clinical skills in managing young people at risk, including suicide and violence risks.
8. Highly developed communication skills, both verbal and written, with an ability to interact with a diverse range of people, for example, young people, health professionals, service providers and internal staff.
9. Ability to work in a highly productive environment with time pressures while managing multiple tasks.
10. Police clearance and Working with Children Check.

### Desirable

1. Specific training in relevant evidence-based interventions relating to youth mental health.
2. Experience in working with one or more of the following priority groups:
  - a. Aboriginal and Torres Strait Islanders people
  - b. People at mild to moderate risk of suicide or self-harm
  - c. Culturally and Linguistically Diverse People and LGBTQIT+
3. Understanding of the Australian health-care system, key issues in primary health-care, the mental health service system, including the range of professionals that work within, or come into contact with, the mental health sector.
4. A current driver's licence.

## APPLICANT MUST BE IN AUSTRALIA

### Closing Dates

Monday 15<sup>th</sup> December 2023 by 5:00pm (WST)

Please forward applications with a copy of your CV, response against selection criteria and the names of two recent referees to [careers@archehealth.com.au](mailto:careers@archehealth.com.au) by 15<sup>th</sup> December 2023.

### Accountant / HR Manager

Phone: (08) 9458 0505

Reviewed By:	Lydia Moessmer	Date:	November 22, 2023
Approved By:	Sujeewe Gamagedera	Date:	November 23, 2023
Last Updated By:	Sujeewe Gamagedera	Date:	November 23, 2023