

## Position Description

**Position:** Psychologist

### Primary Role Objectives:

Therapeutic intervention as a registered psychologist for a variety of client presentations and funding bodies inc. WorkCover, NDIS, Medicare and EAP. This role will provide direct therapy and assessment to clients of Distinct Directions utilising best practice interventions.

### Qualifications:

#### Essential:

- 4 year undergraduate degree in Psychology (or equivalent) enabling General Registration as a Psychologist.
- Membership of relevant professional body (i.e. AAPI, APS)
- Registration with AHPRA as a General Psychologist

#### Desirable:

- Endorsement as a Board Approved Supervisor
- Endorsement in Clinical, Neuropsychology, Forensic, Health or Educational Psychology
- Advanced training in therapy modalities (CBT, DBT, EMDR preferred)

### Relationships:

*External:* Liaising and networking with community welfare agencies including: Department of Community Service; Community Mental Health Centres; Youth Refugees; Juvenile Justice; Family Planning Association; Nominated treating doctors; Headspace; Treating Psychologists; and relevant NGO's. Funding bodies such as Medicare, EAP Providers, WorkCover/SIRA and others.

*Internal:* The position will report directly to the Managing Director. Mentoring and advice to junior staff will be part of the role, formal supervision by arrangement.

## Key Performance Indicators

This position has Key Performance Indicators (KPIs) aligned to it and are a requirement of the position. These will be determined by the line manager. Performance evaluation will be undertaken prior to completion of any specified probationary period, then annually. Performance appraisal will include but not be limited to the Key Performance Indicators identified for this position.

## Salary:

This is a Full Time employment position in Distinct Directions. The relevant Modern Award is the Health Professionals and Support Services Award (2010). The target group is for established clinical staff.

Each person applying for the position will have an independently negotiated salary and remuneration package tailored to individual needs.

## Anticipated Hours:

Hours are negotiable for the right person. Preferred Full-Time employee of 38 hours per week.

Clinic operating hours are Monday to Saturday, 0900 to 1700. Saturday and traditional 'after hours' shifts are by negotiation.

*This position works with children and vulnerable people and will require a Working With Children Check to be obtained and maintained over the course of employment and a current Police Check.*

## STATEMENT OF DUTIES

### POSITION: Psychologist

### KEY DUTIES

#### CLINICAL

- Application of Psychological & Behavioural Services to individuals across the lifespan including: children; adolescents; adults; and individuals in late adulthood
- Assessment, Intervention and Prevention including application of evidence-based theory and evaluation of efficacy of psychological treatments or programs guided by professional ethics and standards of practice e.g. cognitive behavioural, psychodynamic, behavioural, family systems, narrative, and solution focused approaches
- Performing assessments including assessments of mental health, functional behavioural analysis, risk assessments and psychometric testing
- Select, administer, score, and interpret psychological tests in order to obtain information on individual's intelligence, achievements, interests and personalities and clinical symptoms
- Identify psychological, emotional, or behavioural issues, and diagnose disorders, using information obtained from interviews, tests, records, and reference materials
- Obtain and study medical, psychological, social and family histories by interviewing individuals, couples, or families, and by reviewing records
- Develop and implement individual treatment plans, specifying type, frequency, intensity and duration of therapy
- Counsel individuals and groups regarding problems such as stress, substance abuse, and family relationships, and address mental health issues such as mood disorders and anxiety disorders in order to modify behaviour and/or improve personal, social and vocational adjustment
- Evaluate the effectiveness of counselling or treatments, and the accuracy and completeness of diagnoses, then modify plans and diagnoses as necessary
- Planning and implementing therapy as well as evaluating outcomes
- Ongoing monitoring, evaluation and modification of interventions including measuring change in behavioural, cognitive and emotional functioning and revising problem formulation and initial intervention
- Refer clients to other treating professionals, institutions, or support services if required
- Observe the professional integrity of the counselling relationship at all times and maintain appropriate records and case notes on clients, whether individual or groups
- Have the highest regard for, understand, and communicate to others the limitations of privacy and confidentiality
- Identify issues relevant to delivery of intervention, including ethical, legal, professional, cultural, family factors and service constraints and adapting the therapeutic approach accordingly
- Maintain all aspects of confidentiality and privacy relevant to professional conduct and legislation.

## **COLLABORATIVE SUPPORT**

- Establishing professional relationships including forming positive working alliances with colleagues and maintaining professional behaviour
- Negotiating treatment or service contracts with clients and/or allied health service providers
- Ensure relationships are developed and fostered with key service providers and other staff in a professional manner
- Liaising and networking with inter-agencies
- Network with government, community and social welfare, mental health and community centres, youth correctional and educational agencies and refer clients as needed
- Ensure ongoing involvement in professional development and out-reach programs to enhance treatment effectiveness for clients.

## **OPERATIONAL**

### Professional Practice Standards

- Consult reference materials such as textbooks, manuals, and journals in order to identify symptoms, to make diagnoses, and to develop approaches to treatment.
- Actively seek and participate in clinical and operational supervision.
- In relation to ethical standards in the delivery of Psychological services, observing relevant laws and policies that govern practice:
  - Protect privacy and gain informed consent to share information
  - Follow protocols and codes for Child Protection, OHS, DV and Mandatory Reporting
  - Maintain confidentiality in all areas of responsibility
- Completion of all documentation to a high professional standard including: case notes, assessments, case formulation and intervention plans, statistics, reports and data entry in a timely manner according to organisational needs and policies and procedures
- Meet required standards as per the code of ethics set out by the APS
- Meet and maintain standards for registration as set out by AHPRA.
- Participate as a team member including attendance at team meetings, maintaining policy and procedures and continuing the ongoing professional reputation of Distinct Directions

### Professional Development

- Maintain professional competency through on-going professional development activities
- Communicate and inform the general progress of client to the client and to appropriate stakeholders in the client's treatment such as the referring doctor on an on-going basis
- Undertake regular professional supervision individually or with a group

### Data Administration

- Maximise Medicare billings / claims through effective and timely clinic and patient records processes

- Maintain accurate client records, including the collection and collation of statistical information in order to forecast demand for services and allocation of budgets
- Provide periodic performance and evaluation reports to the Allied Health Team Leader as required
- Streamline procedures for seamless client care within Distinct Directions and with external providers
- As an employee, work in a healthy and safe manner and encourage others to do the same; comply with all warning and safety signage; report or rectify any unsafe conditions; adhere to Distinct Directions Workplace Health and Safety policies and procedures
- Actively maintain knowledge of the application of the MBS relevant to your job role and ensure information about completed MBS items is effectively captured for accurate processing of claims

#### **PERFORMANCE MANAGEMENT**

- Participate in regular relevant professional development, supervision and professional networks to support current quality of practice
- Maintain confidentiality in line with Code of Conduct and comply with all Distinct Directions Pty Ltd Policies and Procedures
- Work as part of a multi-disciplinary team.
- Provide supervision as appropriate to less experienced staff, Aboriginal Health Workers, Allied Health Assistants and students and provide in-service education in areas relevant to psychology service provision as required
- Provide input into the development of clinical practices, procedures and protocols within the work area
- Participate in quality and service improvement activities to continually improve client care
- Comply with all professional development requirements for maintenance of registration as a Psychologist with the Psychology Board of Australia
- Participate in scheduled performance appraisals; undertake further training and skills development identified for optimum ongoing performance in the job role
- Actively participate in professional development including continuing education opportunities provided through the organisation and regular clinical and cultural supervision
- Work within the legal and ethical frameworks required by the organisation and the psychology profession

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence, training and scope of practice.

#### **REQUIRED KNOWLEDGE**

Behaviour Analysis – Understanding of functional behavioural assessment and the development of an analysis of meaning/formulation and ability to develop appropriate Multisystemic Behaviour Support Plans in keeping with NSW legislation related to people with disabilities and children in care.  
Therapy and counselling – knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions  
Psychology – knowledge of human behaviour and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of psychological disorders  
Social Psychology and Anthropology – knowledge of group behaviour and dynamics, social trends and influences, human migrations, ethnicity, cultures and their history and origins

#### **REQUIRED SKILLS**

Social perceptiveness  
Active listening  
Highly developed communication and interpersonal skills  
Critical thinking  
Information Technology Skills  
Drivers Licence

#### **REQUIRED ABILITIES**

Oral comprehension  
Oral expression  
Problem sensitivity  
Inductive reasoning and creativity  
Speech clarity – relevant and effective communication to a wide range of stakeholders  
Resilience and positivity  
Non-judgemental and inclusive approach

Signed..... Daniel Jarvis, Managing Director