

## POSITION DESCRIPTION

<b>Position Title</b>	Mental Health Clinical Lead
<b>Reporting To</b>	Clinical Lead Service Manager
<b>Employment Status</b>	Part Time, Permanent
<b>Classification</b>	Health Professionals and Support Services Level 3 (HPSS Level 3)
<b>Team/Service</b>	Links to Wellbeing, Morphett Vale
<b>Direct Reports</b>	Mental Health Clinicians, Mental Health Clinical Interns, Mental Health Coaches, Operations Support
<b>Date</b>	June 2022

### PROGRAM OVERVIEW

The Links to Wellbeing (LTWB) consortium is a group of mental health and community service providers, consisting of:

- Neami National
- Mind Australia
- Skylight

The organisations have built upon existing strong partnerships in the primary health and community service sectors.

The Adelaide Primary Health Network have commissioned the Links to Wellbeing consortium to provide Primary Mental Health Services that will provide clinical support and psychological services across the stepped care continuum.

Interventions range from low intensity, for those with mild presentations, psychological therapies for people with mild to moderate conditions through to clinical care coordination for people with chronic and complex mental health conditions. Suicide Prevention Services for people suitable for primary mental health care management are also available.

### POSITION OVERVIEW

Provide clinical oversight for and leadership of a multidisciplinary mental health team to inform and guide the delivery of high-quality mental health services in the primary care setting. Manage and coordinate the intake of referrals to ensure efficient and effective flow of clients through the service, including triage and assessment of clients.

Additional to the clinical lead role is the opportunity to carry a part time caseload on alternate days to the clinical lead days of work.

## THE POSITION

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### ***Key position Responsibilities, Duties and Accountabilities***

#### ***Management and Guidance***

- Provide cohesive leadership to the Links to Wellbeing programs including contributing to the recruitment, orientation/induction, training, support and supervision of program staff members, including the clinical supervision of interns
- Monitor client loads, workspaces and equipment and contribute to the development of a maintenance and support program for designated staff that is sustainable within the SSH
- Support the aims and objectives of the APHN through understanding and implementation of the APHN Strategic Plan
- Take responsibility for:
  - Effective facilitation of the Clinical Team meetings
  - Effective coordination of the Clinical Case Reviews
  - Ensuring daily coverage of mental health coordination function
  - Appropriate delegation of responsibilities as needed in consultation with the Service Design Manager

#### ***Program Coordination***

- Provide clinical oversight for and positive leadership of the mental health team, to ensure all clinicians within the team work together to achieve delivery that is as excellent as possible.
- Facilitate a strong clinical governance culture within the team, where each practitioner takes responsibility for their own decision making and quality improvement activities, whilst supporting the clinical governance framework of the Links to Wellbeing Service. Including monitoring and evaluation to ensure LtW internal audits and external accreditation requirements are met.
- Through expert clinical knowledge and a high degree of independent clinical decision making, providing triage, assessment, planning, implementation and co-ordination of care or delivery of care to clients engaged with our services.
- Provide relevant support so that all services are delivered according to current best practice and evidence-based approaches
- Provide clinical advice and support to General Practice
- Support the development and implementation of clinical and operational policies and procedures for Mental Health programs

#### ***Daily coordination function***

- Ensures coverage of the coordination function for mental health programs which includes:
  - Providing response and leadership to mental health team individually and collectively with any clinical and/or non-clinical issues
  - Respond to or delegate any crisis or distress calls / walk-ins
  - Process and respond to enquiries from external stakeholders
  - Troubleshoot issues that may arise where mental health team input is required
  - Ensure that administrative processes occur re: scheduling, authorising expenditures and coordinating financial reporting to the Service Design Manager

- Following up on written correspondence e.g. letters from lawyers, requests for reports/assessments, release of information, subpoenas etc.
- Support the development and implementation of clinical and operational policies and procedures for Mental Health programs

### ***Clinical Services***

- Coordinating and providing clinical mental health services including:
  - Assess and screen referrals using appropriate tools, policies and procedures
  - Provide information about mental health and available services
  - Triage and assessment of mental health referrals
  - Work collaboratively with clients and their families to identify their mental health (and where appropriate, general health) needs
  - Coordinate client therapeutic interventions by formulating client plans in collaboration with the client, staff and external workers and agencies, including making internal and external referrals as needed
  - Determining client goals and strategies to be implemented through therapy and review as required
  - Support the continuity of client care and information flow between clients, staff and external workers and agencies
  - Participate in psychiatric assessment with clients where appropriate
  - Provide individual and group clinical interventions as required.

### ***Relationship and community engagement***

- Assist the manager in directing the development or expansion of community engagement activities that promote good mental health and wellbeing in the community
- Timely review and approval of relevant program information, documents and marketing materials for distribution within the community
- Identify and employ strategies to develop and maintain relationships and communication with external stakeholders, referrers and governing bodies
- Sit as a member of community committees and networks as agreed by the LtW Manager or delegate to appropriate team member
- Seek out and secure co-location or outreach locations for clinicians and manage relationships to ensure the longevity of these partnerships

### ***Records Management***

- Commitment to understand service consumer data requirements and to collaborate with consumers to gather relevant data
- Consideration of individual and aggregated consumer data to inform practice and continuous service improvement
- Ensure records management obligations are met, including the proper retention of hardcopy and/or electronic records and ensuring files are accurate and up-to-date
- Ensure records management processes are followed, including the supervision of files and facilitating training when required
- Foster a culture of learning and evaluation founded on routine monitoring and evaluation activity
- Commitment to generate knowledge through fostering research and evaluation activities

- Use of routine data (quantitative and qualitative) to monitor consumer experience, change and service impact over time
- Commitment to involvement of people with relevant lived experience in the selection and operationalisation of measures of consumer outcome and experience
- Capacity to read and interpret analysed consumer data reports and translate learnings into practice
- Use of data aggregated at service, regional, state and national levels for learning, strategic planning and decision making, advocacy and promotion

## **ORGANISATIONAL ACCOUNTABILITIES**

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- Act at all times in accordance with the Neami National code of conduct
- Work in accordance with Neami National policies and procedures, including adhering to policies on Privacy and Confidentiality and Records Management
- Follow safe work practices for self and others and comply with Neami National Occupational Health and Safety management processes
- Ensure risks are identified, reported, documented and appropriately managed in accordance with Neami Group policies to ensure safe and effective services.
- Proactively work towards achieving individual and team goals, whilst demonstrating Neami National core competencies and values
- Actively engage in Professional Development opportunities and embrace learning opportunities
- Take an active role in promoting and generating quality improvements processes within your area of responsibility and more generally across the organisation
- Have a commitment to promoting a diverse and inclusive environment for all staff, consumers and carers.
- In addition to the position description accountabilities, all staff are expected to undertake any reasonable tasks as directed

## **THE PERSON**

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### **Experience, Knowledge, Qualifications, Skills and Attributes**

#### ***Essential***

- Formal tertiary qualification in Clinical Psychology, Psychology, Social Work, Occupational Therapy or Mental Health Nursing
- Accredited registration with a professional governing body such as AHRPA, ACA, AASW
- Cognitive Behaviour Therapists – Minimum 2 years post graduate experience and registration with PACFA
- A valid Working with Children Check
- A valid Vulnerable Person check
- A valid Australian Driver's License
- Proven experience at a senior clinical level within the area of mental health service delivery
- Experience in successfully leading/coordinating a team of staff and working as a member of a multi-disciplinary team with the ability to inspire and facilitate team commitment and cooperation
- Demonstrated experience in preparation of reports with recommendations
- Experience working across a range of Commonwealth and State funded mental health programs and ensuring program implementation in line with funding requirements and contracts

***Desirable***

- Knowledge of local services particularly relevant to designated program area
- Knowledge of Occupational Health, Safety and Welfare Act, policies and practices
- Knowledge of Equal Opportunities Legislation, policies and practices
- Knowledge of Professional Codes of Conduct and Ethics: aware of and practicing within relevant Federal and State Legislation and the relevant Professional Code of Practice, Conduct and Ethics

**ACKNOWLEDGEMENT OF POSITION DESCRIPTION**

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This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

By signing your employment agreement, you acknowledge that you have read, understood and accept the responsibilities and accountabilities as outlined above in this position description.