

Job & Person Specification

1. POSITION DETAILS			
Position Title:	Senior Mental Health Clinician	Date Approved:	22/01/2020
Portfolio:	Mental Health & AOD	Status of Employment:	Contract Position
Responsible To:	Clinical Lead for relevant program area		
Location Base:	Sonder Centre as relevant to Senior role		
Role Delegation Level:	Non-Managerial Role, senior in program responsibility and backfill of team leadership as required		
2. POSITION CONTEXT			
Job Purpose Statement	<p>The Senior Mental Health Clinician is a key clinical and leadership position within Sonder's Mental Health & AOD Portfolio working closely with the Clinical Lead to support program oversight and leadership, educate & motivate staff in the provision of focused psychological therapies as well as delivering high quality interventions to individuals with mental health disorders in a primary care setting.</p> <p>The Senior Mental Health Clinician plays a pivotal role in the succession planning of Sonder's Leadership structure within the MH&AOD portfolio. The Clinician is responsible for assisting, leading and coordinating the day to day activities of allocated programs offering a clear development pathway to take on a key clinical or program leadership role within Sonder. The incumbent will assist with ensuring that services provided meet mental health accreditation standards.</p> <p>Reporting to the MH&AOD Portfolio Clinical Lead, the Senior Mental Health Clinician will contribute to the development of innovative, efficient and quality services within their dedicated program/s.</p>		
Working Relationships	<ul style="list-style-type: none">• Senior and non-Senior Mental Health Clinical Staff throughout other Sonder Portfolios (Youth & Community Services)• Mental Health Clinical Staff & Support Services Team• General Practitioners, external agencies & community organisations• All Sonder Employees		
Line Management Responsibility	<ul style="list-style-type: none">• Clinical supervision of a colleague(s) as required & appropriate including for the purpose of Psychology Registration (Provisional Psychologists, Psychology Students and Clinical Registrars)• Program management as required & in consultation with Mental Health & AOD Manager• Line management as required & in consultation with Mental Health & AOD Manager		
Special Conditions	<ul style="list-style-type: none">• Some out of hours work may be required for which time off in lieu may be taken.• Intrastate and interstate travel may be necessary.• Must possess current Driver's Licence and be prepared to use vehicle (reimbursement of kilometre costs will be made in accordance with the relevant award).• Must possess current Child Related Employment Screening / Working with Children Check.• Sonder is a smoke free workplace.• Participate in Performance Review & Development Appraisals annually and as required.		
Organisational Vision, Values & Purpose	<p>Our Vision: Better Care Better Health</p> <p>Our Values: Respect, Fairness, Equity, Honesty & Trust</p> <p>Our Purpose: Delivery high quality, local health care</p>		

3. KEY RESULTS, ACCOUNTABILITIES to inform PERFORMANCE INDICATORS

Key Result Area	Accountabilities and Outcomes (What is to be achieved – responsibilities and duties)	Key Performance Indicator (This is the measurement criteria for how each accountability/responsibility is achieved)
Duties include (but are not limited to):		
Clinical Services	<ol style="list-style-type: none"> 1. Provide high level clinical mental health services including: <ol style="list-style-type: none"> a. screening of referrals using appropriate tools, policies & procedures b. detailed & comprehensive clinical screening & assessment c. assessment, monitoring & management of clinical risk d. comprehensive & detailed clinical formulation & collaborative care planning e. delivery of evidence based psychological therapies f. undertake collaborative formal & informal clinical reviews coordinate client therapeutic interventions in collaboration with the client, family/ carers, staff & external workers & agencies, including making internal & external referrals as needed g. provide information about mental health & available services h. support the continuity of client care & information flow between clients, staff GPs, & external workers & other agencies i. participate in psychiatric assessment with clients where appropriate 2. Provide services in line with the Mental Health Recovery Framework: <ol style="list-style-type: none"> a. Promotion of choice & fostering opportunities for a meaningful, satisfying & purposeful life b. Recovery outcomes are personal as well as unique & include an emphasis on social inclusion & quality of life c. Individuals are empowered so they recognize they are at the center of their care d. Individuals are supported to build on their strengths & take as much responsibility for their lives as they can e. Positive risk taking is supported by balanced duty of care f. Promotion & protection of individual's legal, citizenship & human rights g. Individuals are understood as experts in their own lives h. Relevant information sharing is valued i. Working positively & realistically with individuals & carers to realise their own hopes, goals & aspirations j. Individuals & carers can track their own progress 3. Working assertively with families and carers by ensuring that family and carer input is recognised and their needs addressed. 	<ol style="list-style-type: none"> 1. Professional clinical mental health services are provided to clients in accordance with program work instructions and Clinical Governance Framework. 2. High level client and family/carer engagement, assessment and intervention skills are demonstrated. 3. A case load will be maintained as determined by program work instruction & in consultation with program coordinator & Clinical Lead. 4. Timely assessments, case notes and closure requirements are completed as per program Work Instructions. 5. Good communication flow and collaborative care is delivered to clients. 6. A strong knowledge of referral pathways and services within the region is established for purposes of collaboration and cross referral. 7. Strong adherence to organisational processes and procedures. 8. Uniqueness of the individual is understood and fostered. 9. Opportunity for real choice is afforded to all clients. 10. All individuals are treated with Dignity and Respect. 11. Recovery is evaluated. 12. Cases are allocated appropriately

	<ol style="list-style-type: none"> 4. Taking into account social and cultural diversities to ensure access to and utilisation of culturally specific services. 5. Support clients to effectively manage their symptoms and avoid unnecessary hospitalisation. 6. Undertakes other clinical responsibilities across rostered services including but not limited to the Suicide Prevention Service (SPS). 7. Supports Referral, Intake & Case Allocation Procedure by undertaking clinical triage & case allocation. 8. Afterhours Walk In Service On call roster 9. Participate in additional clinical responsibilities as determined by need and in consultation with MH&AOD Clinical Leads, this may include duties outside of your respective discipline functions in order to best support the client and service needs. 10. Higher duties may be required time to time. 	
Management & Leadership	<ol style="list-style-type: none"> 1. Support designated Clinical Lead by: <ol style="list-style-type: none"> a. Assisting and, if required leading cohesive program leadership including contributing to the recruitment, orientation/induction, training & support & supervision of program staff members. b. Participates in & contributes to the design, conduct & delivery of at least two internal education/training programs per year for staff. c. Maintain an awareness of & participate in growth opportunities specific to the area of mental health. d. Assisting and, if required managing the monitoring of client loads, workspaces & equipment & contribute to the development of a maintenance & support program for designated staff that is sustainable within Sonder. 2. As a senior clinical team member take shared responsibility for: <ol style="list-style-type: none"> a. effective facilitation of the Clinical Team meetings b. relieving other Senior Mental Health Clinicians or Clinical Leads if unable to achieve their reporting responsibilities c. ensuring daily coverage of mental health coordination function 3. Provide backfill leadership & management of related portfolio(s) in the absence of the clinical lead. 	<ol style="list-style-type: none"> 1. Provides effective leadership of the team & implements procedures & strategies to ensure team members understand their role & meet best practice standards. 2. Suitable training programs are developed in line with requirements. 3. Participate in a minimum of one tender opportunity per year. 4. Designated staff receive suitable professional support in the provision of mental health programs. 5. Successful delivery of program outcomes &/or the delivery of functional expertise to support program delivery in line with Sonder's strategic plan objectives. 6. Works collaboratively by supporting other members of the CLG.

	4. Proactively engage in leadership mentoring provided by designated Clinical Lead.	
Clinical Group Therapy	<ol style="list-style-type: none"> 1. Participates in the identification & development of a therapeutic group program as per operational guidelines 2. Establish methods of data capture & develop marketing strategy, selection criteria & internal referral procedures 3. Develop/source program content & materials, & implement group therapy sessions 4. Evaluate group program & conduct data analysis & report 	<ol style="list-style-type: none"> 1. Therapeutic group program proposal is completed. 2. Program data is recorded in MasterCare, the group is effectively advertised & referrals received. 3. Successful delivery of professional clinical therapeutic group program. 4. Client evaluations are completed by program participants & facilitators, & submitted to the Clinical Leadership Group.
Liaison, Networking Communication & Relationships	<ol style="list-style-type: none"> 1. Participate in community education and engagement activities as directed and promote the mental health and wellbeing of the community. 1. Responding to requests to provide mental health consultation/information. 2. Attend and present at educational activities within the local community which raise awareness of the needs, treatment and other issues associated with mental illness. 3. Liaising and collaborating with other agencies, health care professionals and service providers to determine how to best meet the needs of clients who have a mental health disorder and ensure best outcomes for clients. 4. Represent the Sonder at local, regional, state and national meetings and conferences as required. 5. Contribute to and promote professional education of General Practice and Allied Health Providers. 6. Work co-operatively within the MH&AOD team, exchange information and assist other team members to achieve team objectives and work outcomes. 7. Liaise with external agents, facilitators and organisations to deliver on Sonder mental health activities. 	<ol style="list-style-type: none"> 1. Sonder is professionally represented at community events and external meetings/forums. 2. Clinician provides community education/attends relevant community events where appropriate 3. Clinician is committed to ensuring best practice in service provision related to clients at risk of or experiencing a mental health disorder and is part of a network of services committed to addressing this need in the Adelaide northern metropolitan region. 4. All presentation and events comply with Sonder Events Planning Procedure. 5. Presentations are developed and delivered in a timely and professional manner. 6. Clinician works effectively and collaboratively with a range of services and providers to ensure client's needs are coordinated and met seamlessly. 7. Clinician fosters and maintains relationships with external stakeholders to ensure good communication flow and clear referral pathways.

Records Management, QI & Compliance	<ol style="list-style-type: none"> 1. Research, understand and interpret relevant legislation and policies/procedures in order to provide advice to assigned client groups to ensure compliance and mitigate risks for Sonder and its employees. 2. Duty and passion to facilitate any Quality improvement requirements within Sonder Processes to streamline and improve the service. 3. Contribute to the development and implementation of Workplace Health & Safety policies and practices. 4. Comply with electronic case file system and any other relevant organisational processes and procedures. Maintain client files using appropriate tools, policy and procedures. 5. Document presentations and attendance at events. 6. Research and collate information relating to the mental health needs of the local community to inform mental health program and service delivery planning. 	<ol style="list-style-type: none"> 1. MasterCare diary is maintained and compliant with the Mental Health Case File Audit Procedure, and Information Management Policy. 2. Clinician provides information to support the evaluation of clinical services provided. 3. Client contact and any group attendance is accurately recorded in MasterCare and all client or group members' details are stored electronically in accordance with privacy principles. 4. All presentations are detailed in Sharepoint, CRM and event management forms are completed.
Continuous Improvement, Health & Wellness Activities	<ol style="list-style-type: none"> 1. Participate in organisational commitment to their continuing professional development by attending team and all of staff meetings, and staff training and development as required. 2. Participate in organisational commitment to staff Health & Wellbeing by attending health & Wellness Committee led initiatives and driving same within the Sonder MH&AOD Team. 3. Participate in mental health streams commitment to continuing professional development by attending supervision sessions, team and staff meetings, and staff training and development as required. 4. Attend training and improve professional skills relative to individual need and attend organisational staff training and development as required. 5. Contribute to best practice standards of mental health service delivery through supporting the development and implementation of quality management systems, evaluation and reporting. 6. Attendance and facilitation of clinical case consults as required. 	<ol style="list-style-type: none"> 1. Monthly All of Staff Meetings and Site Team Meetings are attended and contribution of role related updates are provided. 2. Involvement in a minimum of one health and wellness committee led initiative a year. 3. Attend team and clinical staff meetings to contribute feedback, ideas and keep informed. 4. Staff development training is attended. 5. Receive and provide clinical supervision as per Clinical Governance Framework. 6. Suitable internal training is delivered to other staff in line with program requirements.

	<ul style="list-style-type: none"> 7. Actively participate in clinical supervision activities onsite. 8. Participate in and contributes to the design and delivery of training. 9. Clinical supervision of a colleague as appropriate. 	
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4. ORGANISATIONAL OBLIGATIONS

Compliance	<ul style="list-style-type: none"> Be aware of and adhere to Sonder's policies and procedures Display a commitment and passion for Sonder Values
Work Health & Safety	<p>As an employee of Sonder, you must:</p> <ul style="list-style-type: none"> Take reasonable care for your own health and safety in the workplace. Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace Cooperate with your employer about matters of health and safety. Comply with any reasonable instruction and cooperate with Sonder WHS policies and procedures. Familiarise the broad meaning of 'workplace' in health and safety legislation and Sonder WHS policies and procedures.
Diversity & Inclusion	<p>Sonder is an equal opportunity employer and we embrace diversity.</p> <p>We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.</p> <p>In turn, we strive to create a safe, inclusive environment for all employees.</p> <p>As an employee of Sonder, you must practice inclusivity and celebrate diversity in line with Sonder policies and procedures.</p>

5. ESSENTIAL MINIMUM CAPABILITIES

Skills and Abilities	<ul style="list-style-type: none"> Exceptional and professional interpersonal skills with the ability to relate to a diverse range of people. Exceptional time management skills to determine priorities and meet deadlines. Good problem solving skills and ability to exercise initiative and sound judgement. Proven skills in respecting and maintaining integrity and confidentiality in dealing with sensitive issues. Ability to be a team player and work within a multidisciplinary team. Flexible can do attitude and exceeds under pressure. Skills and abilities to provide clinical supervision & the facilitation of case file audits, clinical & case load reviews. Advanced clinical skills, particularly in delivery of focused psychological therapies Proven ability to design & implement psychological interventions for individuals. Proven ability to administer & interpret appropriate psychometric tests & outcome measurements. Proven ability to apply evidenced based psychological interventions including understanding of current theoretical concepts within mental health sciences & their application to mental health issues & problems. Proven high level of communication skills including the ability to communicate effectively, both orally & in writing with clients, internal & external agencies & community members. Ability to work independently with minimal supervision. A positive customer service attitude. Able to apply organisational policies & procedures. Ability to model appropriate, positive & professional behaviour when representing the organisation.
Experience	<ul style="list-style-type: none"> Experience in a senior clinician &/or leadership role. Substantial experience (5 years) proven clinical practice expertise in mental health treatment and care, preferably providing therapeutic treatment and/or case management and support to people with complex mental health issues. Demonstrated skills in staff supervision and proven ability to contribute to clinical leadership in a multidisciplinary team. Specific experience planning, coordinating and delivery of programs, including group interventions within a mental health setting.
Knowledge	<ul style="list-style-type: none"> Knowledge, including theory underpinning evidence-based intervention and research into their effectiveness. Knowledge of the application of policies and procedures within an organisation to enable accreditation compliance. Knowledge of health promotion principles. Knowledge of National Standards for Mental Health Services 2010.

Qualifications:	<ul style="list-style-type: none"> • Knowledge and experience in using the Microsoft suite of software and databases. • Qualified in one of the following disciplines and membership to associated professional body; Psychology, Social Work, Occupational Therapy, or Mental Health Nursing. • Current DCSI or Working With Children Clearance. • Current Child Safe Environments (Through Their Eyes) Training. • Meet credentialing requirements of experience, listed below.
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6. CREDENTIALING QUALIFICATION REQUIREMENTS

Psychologist / Clinical Psychologist*

- Approved Masters or equivalent in psychology, with experience of two (2) years or more in clinical mental health settings preferably community based.
- Registered as a psychologist with AHPRA.

Clinical Psychologist:

- To be recognised as a clinical psychologist, personnel must meet requirements to have practice endorsement with the Psychology Board of Australia in specialist area of practice of clinical psychology.

Mental Health Nurse

- Mental Health Nurses must be accredited with the Australian College of Mental Health Nurses.
- Experience of two (2) years or more in clinical mental health settings preferably community based.

Social Worker

- Approved degree in Social Work and eligibility for membership and accreditation with the Australian Association of Social Workers (AASW).
- Experience of two (2) years or more in clinical mental health settings preferably community based.

Occupational Therapist

- Registered as an Occupational Therapist with AHPRA.
- Approved degree from a recognised School of Occupational Therapy.
- Experience of two (2) years or more in clinical mental health settings preferably community based.

7. DESIRABLE CHARACTERISTICS

Attributes/Experience	<ul style="list-style-type: none"> • A sense of humour! • Training in CBT, Narrative Therapy, Trauma Informed Practice, DBT, ACT or another evidence based treatment protocol for mental health disorders. • Experience in facilitating or assisting with evidence-based group programs. • Knowledge of community resources, formal and informal, relevant to those having acute or severe mental disorder and disability. • AHPRA, Psychology Board Supervisor
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7. ACKNOWLEDGEMENT

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.