



## POSITION DESCRIPTION

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| Position Title          | Psychologist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Reporting to            | Executive General Manager- H&WB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Liaises with internally | All employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Liaises with externally | Government and non-government organisations, Australian Health Practitioner Regulation Agency (AHPRA), Australian Psychological Society (APS), community organisations and clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Purpose of the position | The Psychologist will be responsible for the provision of evidence based counselling and psychological interventions to individuals, carers and families to improve mental health and wellbeing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Selection Criteria      | <p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Psychology.</li> <li>• Full registration with the Australian Health Practitioner Regulation Agency (AHPRA) and relevant psychology bodies.</li> <li>• Demonstrated experience or understanding of health and wellbeing issues affecting Aboriginal and Torres Strait Islander people, including a demonstrated awareness of and sensitivity to Aboriginal culture and history.</li> <li>• Demonstrated knowledge of current issues, standards and trends in the delivery of mental health, and social emotional wellbeing services to Aboriginal people.</li> <li>• Excellent interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences as well as highly developed verbal and written communication.</li> <li>• Demonstrated computer proficiency, including the use of Microsoft Office applications, clinical record and data management systems.</li> <li>• Demonstrated proficiency in report writing and ability to develop, organise and maintain clinical records and reports in a timely manner.</li> <li>• Knowledge and ability to use evidenced based psychometric assessment tools, including the capacity to provide psycho-educational and therapeutic group programs to parents, children and family groups.</li> <li>• Effective conflict resolution skills, negotiation, mediation, and decision-making skills.</li> <li>• Current Working with Children, Working with Vulnerable People registration and National Police Check.</li> </ul> |

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| Position Title             | Psychologist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            | <ul style="list-style-type: none"> <li>Current Driver's License.</li> </ul> <b>Desirable Criteria</b> <ul style="list-style-type: none"> <li>Aboriginality*.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Behaviours Required        | <ol style="list-style-type: none"> <li>Innovative and strategic thinking</li> <li>Client focused</li> <li>Solutions driven</li> <li>Honesty and Integrity</li> <li>Self-motivated</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Organisational Values      | <ol style="list-style-type: none"> <li>Deliver excellence through quality service provision, collaboration and measuring outcomes.</li> <li>Be passionate, caring and respectful in everything that we do.</li> <li>Be a socially responsible, culturally supportive presence in each of our communities.</li> <li>Be creative and flexible in our responses to community needs, listen and learn so that we can do things better.</li> <li>Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes.</li> <li>Contribute to shared learning through research and partnerships.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Key Performance Indicators | <b>Day to Day / General</b> <ul style="list-style-type: none"> <li>Supporting patients eligible for mental health treatment plans to have up to date plans and regular reviews conducted by their GP.</li> <li>Ensure all documentation is accurate and uploaded to the database within three business days of an interaction, including consultation notes, assessments, reports, group work, case notes, therapy notes and training.</li> <li>Complete case closures for all clients that have completed their episode of care or have disengaged.</li> <li>Maintain up to date, accurate and comprehensive records and case notes in accordance with SCMSAC policy, AHPRA and best practice standards.</li> <li>Provide evidence based therapeutic interventions to the referrals allocated to you.</li> <li>Conduct and record relevant and accurate psychological assessments.</li> <li>Accurately record all relevant MBS items.</li> <li>Complete complex case reviews and plans for relevant clients.</li> <li>Average between four and six booked appointments per day.</li> <li>Report to cases of suspected risk of harm to clients as per the SCMSAC policies and procedures and relevant legislation.</li> </ul> |

| Position Title | Psychologist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|                | <ul style="list-style-type: none"> <li>• Adhere to your requirements for ongoing learning and development to maintain your registration.</li> <li>• Meet your requirements for professional supervision as per your registration.</li> <li>• Attend relevant meetings. Be punctual, prepared, and ready to participate.</li> <li>• Actively participate in monthly documented support and supervision.</li> <li>• Participate in relevant annual performance reviews.</li> <li>• Other duties as reasonably directed by the CEO or delegate.</li> </ul> <p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality.</li> <li>• Communicate in a professional and respectful manner.</li> <li>• Report matters in line with SCMSAC's Notifiable Events Policy.</li> <li>• Participate in decision-making and joint problem solving.</li> <li>• Build positive partnerships, both internally and externally.</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Utilise IT Systems and equipment in line with SCMSAC policy and procedure.</li> <li>• Collect and analyse data, specific to your role.</li> </ul> <p><b>Continuous Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Actively participate in organisational continuous quality improvement initiatives.</li> <li>• Actively participate in the implementation of outcomes from program quality audits.</li> <li>• Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.</li> </ul> <p><b>Child Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> <li>• Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> </ul> <p><b>Workplace Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to WHS obligations as outlined in our WHS Policies/Procedures.</li> <li>• Comply with relevant PPE requirements for your role.</li> </ul> |

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| Position Title | Psychologist                                                                                                                        |
|                | <ul style="list-style-type: none"> <li>Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.</li> </ul> |

*\*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*

## Employee Acceptance

I, \_\_\_\_\_, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

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|--------------------|--------------------|--------------------------------------|
| _____<br>Name/Role | _____<br>Signature | _____<br>Click to enter date<br>Date |
| _____<br>Name/Role | _____<br>Signature | _____<br>Click to enter date<br>Date |