

# Department of Communities Tasmania

## STATEMENT OF DUTIES

<b>Position Title</b>	Psychologist
<b>Position Number</b>	518808
<b>Division/Branch/Section</b>	Housing, Disability and Community Services, Disability and Community Services
<b>Award/Agreement</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Classification</b>	Allied Health Professional Level 3
<b>Position Status*</b>	Permanent
<b>Position Type*</b>	Full-time
<b>Location</b>	South
<b>Reports to</b>	Manager/Senior Psychologist
<b>Check Type</b>	Annulled
<b>Check Frequency</b>	Pre-employment

*\* The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

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### About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania; therefore some roles may require intrastate travel.

### Primary Purpose

Within the State-wide Tasmanian Autism Diagnostic Service (TADS) provide evidence-based comprehensive and independent autism diagnostic assessments for children and young people up to 18 years of age in accordance with departmental policy and direction, legal requirements and professional competence.



## Primary Duties

1. For children and young people up to 18 years across Tasmania, undertake independent comprehensive evidence-based autism diagnostic assessments.
2. Provide feedback to families being responsive to their queries and concerns on the outcome of the autism diagnostic assessment.
3. Provide a comprehensive written report on the outcome of the autism diagnostic process including recommendations which provide an individualised plan and recommendations that meet the identified needs of the child and family.
4. Provide evidence-based information and refer to community and specialised services deemed appropriate and relevant for children and their families.
5. Undertake routine administrative tasks associated with autism assessment within the services expected time frames and accurately update and maintain both written and electronic information to a professional standard, in accordance with departmental policies and relevant professional association guidelines on confidentiality.
6. Contribute to maintaining appropriate, relevant service partnerships and work collaboratively with relevant stakeholders, which may include facilitating training and workshops across the state.
7. Maintain knowledge of current and emerging trends and practices concerning Autism Spectrum Disorder, through attendance at conferences, workshops and in-service training.
8. Contribute to policy, procedures and practices, consistent with national standards applicable to the service within the scope of the role.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Level of Responsibility, Direction and Supervision

- Required to work with minimal supervision and to exercise considerable initiative and professional judgment in complex clinical presentations.
- Responsible for delivering autism diagnostic assessments including the provision of regular regional clinics across the state.
- Responsible for being aware of all policies, procedures, code of professional conduct and legislation affecting the duties of this position. This includes statements of consumer rights and responsibilities adopted by the services, and a general awareness of legislation, including WH&S, Equal Employment Opportunity (EEO) and Anti-Discrimination responsibilities.



- Broad direction is provided by the Manager/Senior Psychologist, service policies and relevant professional code of ethics.
- Clinical supervision and support is provided by an appropriate health professional as arranged by the Manager/Senior Psychologist and agreed to by the job holder.
- Responsible for establishing and meeting deadlines and shifting priorities, in consultation with the Manager/Senior Psychologist, and for seeking advice and direction when required.

## Essential Requirements

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Current Tasmanian Working with Children Registration.
- Registered with the Psychology Board of Australia.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  - 1 Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
    - e) serious traffic offences (*if Driver's Licence is an essential requirement*)
  - 2 Identification check
  - 3 Disciplinary action in previous employment check.

## Desirable Requirements

- Current Driver's Licence.
- Training in the Autism Diagnostic Observation Schedule and/or Autism Diagnostic Interview.

## Selection Criteria

1. Demonstrated relevant clinical experience in the human services sector.
2. Knowledge and experience working with children and their families.
3. Knowledge and understanding of contemporary approaches to autism diagnostic assessments and clinical interventions for people on the autism spectrum.



4. Demonstrated high level verbal communication and interpersonal skills, including the ability to consult and liaise with stakeholders within the context of undertaking comprehensive clinical assessments, maintaining staff and client relationships and working collaboratively in a team setting, including the ability to be adaptable and flexible.
5. Demonstrated high level written communication skills, including the ability to write evidence-based reports within an expected time frame.
6. Demonstrated efficient and effective task and time management skills, with the ability to shift priorities at short notice.

## Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

Communities Tasmania does not tolerate violence, especially violence against women and children.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and



Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.