

Statement of Duties

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| Position Title: Clinical Practice Consultant and Educator | Position Number: Generic | Effective Date: August 2016 |
| Group and Unit: Children and Youth Services - Children and Families | | |
| Section: Child Safety | Location: South, North and North West | |
| Award: Allied Health Professionals (Tasmanian State Service) Agreement | Position Status: Permanent | |
| | Position Type: Full Time | |
| Level: 4 | Classification: Allied Health Professional | |
| Reports To: Manager, Child Safety | | |
| Check Type: Annulled | Check Frequency: Pre-employment | |

Focus of Duties:

The Clinical Practice Consultant and Educator will take a lead role in clinical governance within Child Safety, promoting and supporting high standards of ethical and professional practice. This will be achieved through the provision of mentorship, professional consultation, critical reflection on practice, and practice support and development within a Signs of Safety framework in order to ensure that services to children and families are consistent with statutory requirements and reflect best practice.

Duties:

1. Ensure a high quality service that prioritises the safety and wellbeing of children at all times.
2. Provide professional consultation to Child Safety staff on interventions, theoretical and ethical considerations and individual professional development planning.
3. Promote learning and the application of the Signs of Safety approach to Child Safety, to support its implementation, model its application and recognise examples of good practice.
4. Provide professional consultation and support to supervisors in regard to their practice governance responsibilities and other aspects of their role.
5. Provide consultation on complex cases and identify issues and unmet needs such as deficits in service provision, policy and decision-making processes, and inform, plan and consult with the Child Safety Manager to resolve identified issue.
6. Provide advice to management on matters related to practice governance, professional practice, and the development, implementation, monitoring and evaluation of professional standards.

7. Support a learning culture through the provision of mentorship for new and current staff to enable them to identify and plan their own professional development and effectively respond to practice challenges.
8. Provide the opportunity for staff to engage in critical reflection on practice, as well as review of critical incidents, through one to one conversations, group activities and other activities as needed.
9. Participate in the development, implementation, monitoring and evaluation of plans to address identified issues in practice and to enhance practice change in line with workforce development initiatives.
10. Provide consultation in respect of the professional training and development needs relevant to practice and practice governance.
11. Maintain a high level of knowledge and expertise in relation to emerging developments in policy, training and clinical practice.
12. 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.
13. 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.

Scope of Work Performed:

The Clinical Practice Consultant and Educator will work under the limited supervision of the Manager, Child Safety, and have day to day responsibility for determining work direction. The occupant will have a significant degree of professional leadership within the overall policy framework of Child Safety. The occupant will be responsible for:

- Professional consultation, mentorship and practice support.
- Providing professional leadership and for recognising and addressing own and others professional development needs.

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.

- Satisfactory completion of an appropriate course of study at a recognised tertiary institution.
- Current Tasmanian Working with Children Registration.
- 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
2. Identification check
3. Disciplinary action in previous employment check.

Desirable Requirements:

- Current Driver's Licence.
- Five or more years' experience in the delivery of human/family services.

Selection Criteria:

1. Demonstrated comprehensive understanding of the organisation, delivery and management of complex human/family services in the field of child safety.
2. High level assessment, analytical and conceptual skills.
3. High level communication, interpersonal, liaison, advocacy, and leadership skills; including conflict resolution, debriefing, anger management and grief counselling.
4. Demonstrated ability to provide mentorship and clinical support to practitioners who have been identified as needing additional support or performance improvement.
5. Comprehensive understanding, at a professional level, of the theory and practice of human/family service and child safety interventions.
6. Demonstrate experience and skill in professional supervision and case consultation in relation to counselling and other interpersonal interventions.
7. Demonstrated ability to undertake research, service review and evaluation. In conjunction with the Child Safety Manager ability to develop and implement plans and evaluate outcomes.
8. Demonstrated ability to use multiple information management systems.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their 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 Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are 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 Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have 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 their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's 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 the Department of Health and Human Services and the Tasmanian Health Service 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: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.