

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Allied Health Professional - CHaPS
Position Number:	Generic
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Child Health and Parenting Service
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	North, North West
Reports to:	Nurse Unit Manager - CHaPS
Effective Date:	January 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Satisfactory completion of an approved allied health professional tertiary qualification/program of study and registered with the relevant National Board or, in the case of self-regulated allied health professions, full membership/eligible for membership with the relevant professional association</p> <p>Current Working with Children Registration</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Current Driver's Licence</p> <p>Experience in therapeutic counselling, children and families and/or perinatal and infant mental health</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Child Health and Parenting Service (CHaPS) Allied Health Professional is responsible for:

- Providing therapeutic Psychological or Social Work services to parents with infants 0-4 years of age within a primary health care framework in accordance with the philosophy of CHaPS, Agency policy, legal requirements, and the Code of Ethics of the appropriate professional body (e.g., Australian Psychological Society [APS] or Australian Association of Social Workers [AASW]).
- Utilising evidence-based and best practice principles within a collaborative and multidisciplinary framework.
- Providing evidence-based assessments and therapeutic interventions to clients of CHaPS and their families.

Duties:

1. Work as an active and effective member of the CHaPS multidisciplinary team in the planning, implementation and evaluation of early intervention parenting support Psychological or Social Work services for clients and their families.
2. Ensure the delivery of a comprehensive clinical service through the provision of assessment, case management, individual and group therapies for clients and their families.
3. Provide evidence-based assessment and therapeutic interventions for clients and their families in relation to presenting clinical indicators.
4. Provide education and information and act as a resource.
5. Provide allied health advice and input regarding the case management of CHaPS clients, including attendance at team meetings and case review.
6. Consult and liaise with families and the broader health system including GPs and other Agencies, to optimise service effectiveness, efficiency and continuity of care.
7. Initiate and participate in peer review, quality assurance programs, education, and research as part of the multidisciplinary team.
8. Contribute to and participate in supervision, professional development and mandatory training programs.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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.

Key Accountabilities and Responsibilities:

- Accountability for the provision of professional allied health clinical services and a professional standard of care within a multidisciplinary team.
- Operational and clinical accountability to the Nurse Unit Manager or their delegate.
- Manage workload and priorities under direction of the Nurse Unit Manager or their delegate.
- Responsible for being aware of and working within Agency policies, procedures and legislation affecting the duties of the position.

- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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.

Selection Criteria:

1. Minimum of two years' postgraduate employment as a Psychologist or Social Worker, including working with parents, children and families within an early intervention, primary health or perinatal and infant mental health framework.
2. Experience in the assessment, intervention and management of clients and their families affected by complex psychosocial needs, including issues relating to parenting, mental health, family violence or history of trauma.
3. Experience in the theoretical and practical application of a range of individual and group therapeutic interventions specific to the client group of parents, children and families, with the ability to acquire further expertise into the future.
4. Effective written and verbal communication skills, with demonstrated experience in the provision of information, advice and resources, and the development of high-level documentation.
5. High level interpersonal, negotiation and conflict resolution skills including demonstrated experience in liaising effectively with other services and agencies to achieve client outcomes.
6. Proven commitment to quality and safety improvement, research and ongoing professional development.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).