

Statement of Duties

Position Title: Psychologist	Position Number: 521962	Effective Date: June 2014
Group and Unit: Tasmanian Health Service (THS) – Clinical Support		
Section: Sexual Health Service	Location: South	
Award: Allied Health Professionals (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Part Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Statewide Director Sexual Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- The incumbent will provide counselling, case management and psychological care of the clients of the Statewide Sexual Health Services in accordance with Agency policy and direction, legal requirements and professional competence covering broad range sexual health and gender issues.

Duties:

1. Provide psychosocial assessment, crisis and ongoing counselling, practical assistance, support and referral, as is appropriate for clients of the Statewide Sexual Health Services.
2. Provide information, education and guidance to clients of the Statewide Sexual Health Services assisting clients with their specific needs.
3. Provide consultation to other clinicians within the service regarding clinical assessments and cases and act as a case manager when required.
4. Coordinate and facilitate regular case meetings with clients' practitioners to ensure collaborative and organised care.
5. Ensure client confidentiality and privacy needs are met in accordance with Agency, relevant professional association and government policies and guidelines.
6. Maintain client notes in the Patient Data Management System *Best Practice*.
7. Research and maintain knowledge of current and emerging trends and practices concerning psychological, sexual health, HIV medicine and gender issues.
8. Participate in and comply with Professional Governance processes and requirements (including supervision) via Discipline Leads within the Royal Hobart Hospital (RHH) Social Work or Psychology department.

9. Provide support to the Statewide Director Sexual Health Services on matters relating to service objectives, policies, procedures and practices and assist with their development, implementation and evaluation.
10. 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.
11. 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 jobs at this classification level.

Scope of Work Performed:

- Responsible for the effective provision of sexual health counselling services within the Statewide Sexual Health Services.
- The position requires regular travel. Applicants should be prepared to undertake regular travel throughout Tasmania which may require overnight stays to support outreach activities.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

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.

- Registered with the Psychology Board of Australia and endorsed to practice in the approved area of practice of clinical psychology.
- 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:

- Clinical experience in the field of Sexual Health Services.
- Current Driver's Licence.

Selection Criteria:

1. Extensive knowledge, skills and experience working with issues relating to sexual health.
2. Advanced case management skills with an emphasis on clients sexual health needs, assessment and case planning.
3. Strong Advocacy skills with the ability to maintain records including written reports in a clear, concise manner to ensure continuity of care.
4. Understanding of the issues facing clients of the Sexual Health Service.
5. Demonstrated effective interpersonal, communication and conflict resolution skills with the ability to develop professional relationships with clients, clinicians and the general community.
6. Proven ability to work independently or constructively as part of a multidisciplinary team, and the capacity to organise and prioritise personal work schedules.
7. Demonstrated ability to show initiative, flexibility and reliability with the capacity to work under difficult and stressful situations.

Working Environment:

- This is a statewide position.
- Some intrastate travel may be required.

The Department of Health (DoH) 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 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. The DoH 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. The DoH and 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 DoH and THS policy) with the Department of Health 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 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 the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.