

The Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been standing alongside Australians in need since 1859. Our vision is for an Australia where all of us have a safe home and can thrive.</p> <p>We deliver homelessness crisis and prevention services, provide social and affordable housing, assist struggling families and children, address mental health issues, fight substance dependencies, support people with disability and much more.</p> <p>Given the right support, we believe everyone can reach their full potential. That's why we stand together with Australians in need, for as long as they need us.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	End homelessness and ensure people and communities in need can thrive.

Position details:

Position Title:	Mental Health Clinician
Executive Function:	Community Services
Award/Agreement:	Service Delivery Enterprise Agreement 2016 – 2019
Classification:	Health Professional Employee
Level:	Level 4
Business Unit/Program:	Integrated Primary Mental Health Care Service – Pilbara
Reports to:	Program Manager
Position purpose:	<p>This position provides evidence-based counselling interventions for clients referred to Mission Australia's Integrated Primary Mental Health Care Service, in alignment with the values of Mission Australia.</p> <p>The Mental Health Clinician is responsible for developing and maintaining positive relationships with local stakeholders.</p>

Position requirements (What are the key activities for the role?)

Key Result Area 1	Counselling
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Conduct face-to-face and telehealth counselling with clients. Provide informed consent to clients at the start of their initial session and clearly explain confidentiality and its limits. 	<ul style="list-style-type: none"> Informed consent, and associated forms, is completed for all clients. Thorough assessments are conducted using the correct documentation.

<ul style="list-style-type: none"> • Undertake comprehensive initial assessments of allocated clients. Collaborate with clients to develop therapeutic treatment goals and plan. • Assess individual risks, complete risk assessments, safety plans, and/or crisis management plans. • Provide culturally appropriate, evidence-based therapeutic interventions. • Provide support and advocacy for case management needs such as, welfare, health, and employment. • Regularly discuss with clients their progress towards goals and set a plan for termination of services. • Facilitate referrals to other internal and external support services. 	<ul style="list-style-type: none"> • Risks are thoroughly assessed, and appropriate safety plans are put in place in collaboration with the clients. • Culturally appropriate counselling and case management support within funding guidelines is provided for clients that meets their individual needs and situation. • Evidence-based therapeutic interventions are used that are within the funding guidelines of Low Intensity and Psychological Therapy. • Progress towards goals and plans for termination of services is discussed with clients. • Referrals to internal and external support services are provided.
<p>Key Result Area 2</p>	<p>Administration</p>
<p>Key tasks</p>	<p>Position holder is successful when</p>
<ul style="list-style-type: none"> • Complete initial documentation and upload to MA Connect. • Ensure all funding data fields on MA Connect are completed with the correct information. • Maintain up-to-date case notes regarding client interactions. • Adhere to client follow-up protocols when appointments are missed or cancelled. • Ensure start, review and end questionnaires are completed and uploaded to MA Connect. • Complete all funding data requirements and Key Performance Indicators. • Provide support and advocacy letters for clients, as appropriate. • Other duties as directed. 	<ul style="list-style-type: none"> • All required paperwork is completed, correct, and uploaded to MA Connect. • Sound understanding of the funder data and Key Performance Indicators requirements. • Adherence to tasks required to meet funding expectations. • Client files are kept up-to-date and correctly document all interactions with clients. • Accurately follow all processes and procedures pertaining to client administration. • All funding data requirements and KPI are completed. • Support and advocacy correspondence is provided.
<p>Key Result Area 3</p>	<p>Program Support</p>
<p>Key tasks</p>	<p>Position holder is successful when</p>
<ul style="list-style-type: none"> • Contribute to the achievement of agreed program capacity benchmarks. • Maintain and submit relevant documentation in accordance with deadlines. • Provide the Program Manager with data and documentation required for reports, as requested. • Develop positive relationships with key external stakeholders. 	<ul style="list-style-type: none"> • Participation in the on boarding process. • Sound understanding of organisational policy and procedures. • Maintains professional integrity, demeanour and appearance. • Documentation is maintained in compliance with funding body requirements, Mission Australia and program policy and procedures.

<ul style="list-style-type: none"> • Participate in marketing with existing and new referral agencies. • Participate in community engagement events. • Provide a positive image of Mission Australia within the local community and within the mental health sector. • Develop positive relationships with colleagues that facilitates working within a collaborative framework based on the principles of effective communication, mutual respect, and trust. • Attend and actively participate in team meetings, case discussions, internal and external supervision to ensure quality of practice and professional development. • Develop a safe working environment for self, colleagues, consumers, and visitors by applying Work health and Safety principles and the implementation of safe work practices. • Actively contribute to the development of the program through involvement in internal forums, case conferences and development projects as required. • Ensure compliance to support Mental Health Accreditation in the Pilbara. 	<ul style="list-style-type: none"> • Active contribution is made to team meetings, case discussions, internal and external supervision. • Positive external relationships are developed resulting in effective collaboration. • Active participation in community engagement events. • Allocated activities are completed within expected timeframes. • WHS orientation is completed on time; participation in mandatory and other relevant in-service (internal & external) training is maintained. • Active contribution is made to program development.
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Note - The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.

Work Health and Safety

Everyone is responsible for safety and must:

- Maintain a safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and values

- Actively support Mission Australia's [purpose and values](#)
- Positively and constructively represent our organisation to external contacts at all opportunities
- Behave in a way that contributes to a workplace that is free of discrimination, harassment, and bullying behaviour at all times
- Operate in line with Mission Australia policies and practices (e.g. Financial, HR, etc.)

- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Contribute to an organisational culture that promotes Mission Australia's [commitment to the safety and wellbeing of all children and young people](#)
- Actively support Mission Australia's [Reconciliation Action Plan](#).

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Degree in Counselling or Psychology or relevant tertiary qualifications in human services.
- Current driver's license class C.
- Significant experience in counselling and case management.
- Excellent communication skills both written and verbal.
- Extensive knowledge of mental health issues and working with people in regional/remote areas.
- Knowledge and understanding of the non-government mental health sector.
- Demonstrated keyboard skills and computer literacy including the suite of Office programs.
- Strong interpersonal skills and problem-solving capabilities.
- Ability to handle multiple tasks and competing interests.
- Ability to deal with ambiguity and complexity.
- Action oriented and takes accountability to achieve results in line with set timeframes.
- Proven ability to build and maintain sustainable internal and external relationships.
- Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information, and ensuring people are kept informed of progress, changes and issues.

Key challenges of the role

- Working within a multidisciplinary team spread across a wide geographic area.
- The willingness and ability to live and work in a remote location.
- The ability to stay within the "low to moderate" funding framework of the service for people who present with complex needs.
- May be required to work afternoon hours.
- May be required to provide on-call support.

Compliance checks required

Working with Children	<input checked="" type="checkbox"/>	
National Police Check	<input checked="" type="checkbox"/>	
Vulnerable People Check	<input type="checkbox"/>	
Driver's Licence	<input checked="" type="checkbox"/>	
Reasonable evidence of full vaccination against COVID-19	<input checked="" type="checkbox"/>	
Other (prescribe)	<input type="checkbox"/>	_____

Approval

Manager name

Andrea Rennals, Regional Leader

Approval date

3 October 2022