DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Psychologist |
| **Position Number:** | 517844c |
| **Classification:** | Allied Health Professional Level 1-2 |
| **Award/Agreement:** | Allied Health Professionals Public Sector Unions Wages Agreement |
| **Group/Section:** | Community, Mental Health and Wellbeing  Family Violence Counselling and Support Services |
| **Position Type:** | Permanent, Full Time |
| **Location:** | North West |
| **Reports to:** | Team Leader- Children and Young Persons Program |
| **Effective Date:** | March 2021 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Tertiary qualification/program of study approved by the Psychology Board of Australia  Registered with the Psychology Board of Australia  *Where required for a particular role:*  Area of Practice Endorsement ie, Clinical Psychology, Clinical Neuropsychology, Counselling Psychology, Community Psychology, Educational and Developmental Psychology, Forensic Psychology, Health Psychology, Organisational Psychology, or Sport and Exercise Psychology  Working with Children Registration  *\*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.* |

Note: 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:

In accordance with Agency policies and legal requirements and in association with other members of the allied health team, the Provisional Psychologist, will work as part of a multidisciplinary team, under regular professional supervision, to provide evidence-based assessments and therapeutic interventions to patients of Child and Adolescent Mental Health Services.

### Duties:

1. Work as part of a multi-disciplinary team to deliver counselling and/or rehabilitation services.
2. Participate in multi-disciplinary team review of patients and facilitate a team management environment.
3. Provide education and support to family, staff, carers, service providers and others involved in ongoing patient care and management.
4. Undertake administrative tasks pertaining to the delivery of optimal client care and service management and development
5. Actively pursue contemporary professional knowledge and its application to the acute and/or rehabilitative inpatient setting through appropriate continuing professional development activities.
6. Maintain records of clinical and non-clinical activity in accordance with requirements of the psychology profession and the Department of Health policy and procedures.
7. Participate in ongoing supervision consistent with the parameters and requirements of the Psychologists Registration Board of Australia.
8. 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.
9. 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:

Under professional supervision, guidance and support of the Team Leader - CAMHS, the Provisional Psychologist is responsible for:

* Providing a clinical service with a complexity that reflects the individual’s current competency and level of experience in adjustment, grief, anxiety and depression counselling.
* Being aware of, and working within all Agency policies, procedures and legislation affecting the duties of this position.
* Working under the broad administrative and clinical direction of the Team Leader - CAMHS and other allied health senior staff.
* Participating in regular peer supervision and performance reviews to ensure continued competency and professional growth.
* 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Experience in the provision of counselling to patients whom have experienced a significant physical and/or emotional trauma, either through student training or work experience.
2. Ability, or the capacity to quickly acquire the ability to apply psychological counselling skills, including assessment and treatment plans.
3. Ability, or the capacity to acquire behavioural intervention skills, including the ability to design specific interventions.
4. Experience and knowledge of liaison and consultation with other services and agencies.
5. Effective verbal and written communication skills and demonstrated experience in the ability to complete formal documentation such as letters to GP and progress notes.
6. Proven ability to work effectively both independently and as a collaborative member of a multidisciplinary team.
7. Ability to be self-motivated and work under the direction of senior allied health staff.
8. An understanding of relevant legislation and professional practice standards including Work Health and Safety Legislation, workplace diversity guidelines and DoH policies and protocol’s.

### 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](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).