

Statement of Duties

Position Title: Psychologist	Position Number: 501028	Effective Date: May 2016
Group and Unit: Tasmanian Health Service (THS) – Complex, Chronic and Community Service		
Section: Child Health and Parenting Service	Location: North West	
Award: Allied Health Professionals (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Assistant Director of Nursing/Manager – Child Health and Parenting Services NW		
Check Type: Schedule I	Check Frequency: Pre-employment	

Focus of Duties:

- To work as an effective member of the Child Health and Parenting Service (CHaPS) team.
- Provide professional psychological services as part of the Child Development Unit team for pre-school aged children and their families who are referred to this service.
- Recommend or provide brief therapeutic interventions that incorporate multilevel assessments to address the needs of pre-school age children.

Duties:

1. Provide a comprehensive assessment/diagnostic service for pre-school age children suspected of, or at risk of developmental delay.
2. Provide professional reports and management plans based upon the findings of assessment, and in consultation with families, for the purpose of facilitating appropriate intervention services.
3. Work collaboratively with families and other relevant professionals to ensure flexible, comprehensive and appropriate management planning. This may include referral, advocacy, brief parenting assistance and support.
4. Determine clinical priorities and caseload management in consultation with the CDU Team and under general professional guidance of the Assistant Director of Nursing/Manager – Child Health and Parenting Services NW.
5. Contribute to, and participate in, appropriate professional development, in-service training, meetings, and community education in consultation with appropriate organisations, services and communities. Contribute to student work placements and teaching.
6. Participate in the development and implementation of quality programs within the Child Development Unit/CHaPS.

7. 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.
8. 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:

- Responsible for exercising professional judgement in the provision of safe, effective and efficient services as part of the CHaPS team under the general direction of the Manager. Regular professional supervision and performance reviews will be provided by the Manager or an appropriate person.
- Responsible for promoting the principles of workplace diversity and exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Responsible for working in accordance with the *Children, Young Persons and their Families Act 1997* and other relevant legislation.
- Responsible for being aware of all policies, procedures, code of professional conduct and legislation affecting the duties of this position.
- Practice in accordance with professional standards for registration and ethical psychological practice as determined by the Psychology Board of Australia.
- To provide support to other health professionals by working collaboratively with other agencies, health professionals, community members and organisations to ensure effective service provision.
- Clinical supervision and support is provided by an appropriate health professional as arranged by the Manager and agreed to by the employee.
- 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.
- 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:
 - I. 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

Selection Criteria:

1. Sound theoretical knowledge of child psychology and development, as well as experience in working with families who have complex needs. Expertise in the administration and interpretation of psychometric tests, with an emphasis on developmental assessment.
2. Well-developed verbal and written communication skills with a proven ability to work collaboratively as part of a multi-disciplinary team. Able to share information, develop cooperative links with professional colleagues and communicate and advocate within related agencies.
3. Demonstrated ability to exercise sound professional judgement and initiative, seeking guidance and supervision where appropriate. This includes well developed self-management, documentation, communication and interpersonal skills coupled with the ability to negotiate and address conflict.
4. Ability to plan, organise, set priorities and work effectively to achieve objectives and to meet deadlines, both individually and as part of a team responding easily to changing work demands and environments.
5. A knowledge of and commitment to the principles of equal employment opportunity, Work Health & Safety and quality management, and an understanding of appropriate WHS legislation and codes of practice.

Working Environment:

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.