**POSITION SUMMARY**

The Clinical Leader is a key leadership position within the headspace Bairnsdale Centre team and provides oversight of the coordination and delivery of clinical services. The Clinical Leader is primarily responsible for providing clinical leadership and direction to the Centre team, ensuring that day-to-day clinical work is carried out to effectively meet the needs of young people. They must be passionate about working with young people and committed to their health and wellbeing.

The incumbent will contribute to the development of evidence-based and innovative clinical services and will promote the delivery of mental health services that are of the highest quality. The Clinical Leader will provide clinical support and guidance to clinical staff and ensure they are provided with adequate supervision. The incumbent will also be keenly engaged in clinical and caseload reviews and will actively manage referrals and demand for clinical services. Where required or during high demand the Clinical Leader will provide direct clinical services.

The Clinical Leader will be adept in leading a multidisciplinary team and an experienced and innovative professional with considerable knowledge and experience in mental health service delivery. The Clinical Leader will work collaboratively with all clinicians located at headspace Bairnsdale and will report to the headspace Bairnsdale Centre Manager. This position will also form and maintain working relationships with key agencies in the community to establish integrated care pathways, referral pathways and protocols for young people.

To find out more about headspace visit [http://headspace.org.au/](http://headspace.org.au/).

**KEY RESULT AREAS**

<table>
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<tr>
<th>Area</th>
<th>Tasks</th>
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| Development and implementation of a range of high quality programs and services | • Provide clinical leadership, consultation and expertise to headspace Bairnsdale clinicians and Private Practitioners in the delivery of early intervention mental health care to young people and their families.  
• Communicate to the headspace Bairnsdale Centre Manager if specific issues arise, relating to a staff member’s, practice, performance and/or behaviour which may be affecting service delivery to clients. Be involved in identifying, communicating and working towards a resolution with line-management when required. |
| Practice, Supervision and Service Delivery Quality Assurance | • Lead and monitor the establishment, ongoing delivery and continuous improvement of evidence-based care to clients, including appropriate clinical services across the mental health spectrum.  
• Develop and review clinical governance documents and processes.  
• Demonstrate and maintain personal competency in the performance of high quality clinical and technical skills through involvement in direct service delivery.  
• Ensure the collection of all relevant data in order to measure deliverables and continuously improve and evaluate the delivery of services at headspace Bairnsdale.  
• In conjunction with the headspace Bairnsdale Centre Manager, monitor staff training and professional development, to identify, support and assist with facilitating clinical and ongoing practice development and positively respond to contemporary and diverse client needs.  
• Ensure staff receive regular and structured clinical supervision, debriefing, support and feedback.  
• Ensure accurate and appropriate case records are maintained by all staff and that the required data collected is compliant with service standards and program accountabilities.  
• Provide ethical and professional counselling/therapy services in order to meet the needs of clients.  
• Manage clinical resources and rosters in a flexible and efficient manner to effectively manage client loads and to ensure timely and responsive service delivery. |
| --- | --- |
| headspace Bairnsdale strategic and operational involvement | • Ensure alignment with Strategic and Operational requirements and related activities including –  
  o implementing contemporary practice,  
  o current policy and organisational objectives,  
  o collaborate with the manager and key staff  
  o contractual obligations are met.  
• Assist the headspace Bairnsdale Centre Manager, when required, with the recruitment of suitable staff and mentor, coach and support staff to ensure they adhere to policies and procedures.  
• Contribute to the vision, strategic planning, and relevant policy development for the headspace Bairnsdale centre and actively participate as a member of the management team.  
• Liaise and work closely with Consortium members and external providers, to ensure the effective functioning of the headspace Bairnsdale centre. |

*It should be noted that Positions Descriptions are under constant review and may be changed by the Chief Executive Officer at any time.*
Policies, procedures and systems

- Adhere to, and comply with organisational policies, processes and procedures, using appropriate systems where required.
- Model the organisation’s values, play a role in raising the profile of these values and associated behaviours across the organisation including a positive contribution to workplace harmony and displaying cooperative team behaviour.
- Proactively communicate, identify, report, assess OHS related risks and hazards within the centre.

Continuous improvement

- Demonstrate commitment to the objectives of the team, centre and organisation and show considerable drive and effort in achieving work and organisational goals.
- Identify, develop and support and/or implement new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team, centre and organisational goals.

Other

- Perform additional duties from time to time, as required by management.

Key Performance Indicators

- Programs and Services offered are of high quality and client centred
- Supervision is performed as required within the Staff Enterprise Agreement
- Clinical practice, performance or behaviour issues are raised with the Centre Manager and proactively dealt with
- Services meet contractual obligations
- Services are provided within framework, within budget, on time, professionally within quality framework to measure including:
  - Policy and Procedures
  - Occupational Health and Safety
  - Client and financial record keeping
  - Practice productivity
  - Quality frameworks
  - Supervisions expectations/compliance.

RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent headspace Bairnsdale to the public, community, government and other organisations.

Reports To

headspace Bairnsdale Centre Manager
**Direct Reports**

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Private Practitioners including psychologists, social workers, occupational therapists and general practitioners.</td>
</tr>
<tr>
<td>Mental Health Nurse</td>
</tr>
<tr>
<td>RAV Co-contributed Family Counsellor</td>
</tr>
<tr>
<td>Consortium co-contributed positions</td>
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</tbody>
</table>

**Indirect Reports**

<table>
<thead>
<tr>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Access Team Clinicians</td>
</tr>
</tbody>
</table>

**Internal Relationships**

- **headspace** Bairnsdale staff and allied health
- Relationships Australia Victoria staff
- Youth Advisory Group
- Family & Friends Reference Group

**External Relationships**

- Young people, their families and friends that access the Centre
- **headspace** National Office staff
- Gippsland Primary Health Network staff
- Consortium partner organisations and staff
- Local youth, health and community service providers, schools and staff
- Other **headspace** Centre staff
- Government departments, ministers and staff
- Other external partners, vendors, providers and key stakeholders

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**OUR VALUES**

- **INCLUSIVITY** Treating all people equally.
- **RESPECT** Treating everyone with respect.
- **INTEGRITY** Behaving with integrity in all our dealings.
- **TRANSPARENCY** Being open and honest in our communications.
- **ACCOUNTABILITY** Using our resources responsibly.
- **EFFECTIVENESS** Providing high quality, effective services and maintaining the highest professional standards.
- **ADAPTABILITY** Proactively responding to change to meet the needs of the community.

**SELECTION CRITERIA - Clinical Leader**

**Qualifications and Registrations**

- Tertiary level qualifications in an allied health discipline including social work, psychology, mental health nursing or occupational therapy.
- Current full registration with the Australian Health Practitioner Regulation Authority (AHPRA) or current full membership with the Australian Association of Social Workers (AASW).

**Desirable**

- Post graduate qualifications in an area related to youth mental health.
- AHPRA approval to provide supervision to clinical placement students.

**Experience**

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*Job Description*
*Date: August, 2016*

*It should be noted that Positions Descriptions are under constant review and may be changed by the Chief Executive Officer at any time.*
Essential
- Demonstrated experience and advanced level clinical skills in a range of mental health service settings.
- Experience in complex clinical intake, assessment and referral.
- Experience in service development and maintaining continuous quality improvement.
- Demonstrated experience in the leadership of multidisciplinary teams, including the provision of clinical supervision and the facilitation of clinical review and performance management processes.
- Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders.
- Advanced clinical skills in managing young people at risk, including suicide and violence risks

Desirable
- Experience in the not for profit/non-government sector.
- Demonstrated experience in primary health care clinical services.

Knowledge and Skills

Essential
- Excellent organisational and time management skills, including the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.
- Highly developed verbal and written communication skills.
- Exceptional interpersonal skills with the ability to work with a diverse range of people.
- Advanced computer skills including word processing, spreadsheets, electronic recording systems and database applications.
- A broad understanding of the challenges and experiences of young people in Australia, including specific community factors.

Desirable
- A broad understanding of the mental health service system in the state, and knowledge of relevant legislation.
- A broad understanding of the primary care health system in Australia.
- A broad understanding of the challenges and experiences of young people in Australia, including specific community factors.

Personal Attributes
- Passionate about working with young people and committed to their health and wellbeing.
- Ability to relate to and work effectively with young people.
- High levels of professionalism, confidentiality and discretion.
- Positive and collaborative team player.
- Adaptability and flexibility to changing work environments and requirements.

WORKPLACE POLICIES AND PRACTICES

All headspace Bairnsdale employees and contractors are required to familiarise themselves with the organisation’s policies and procedures and to abide by them at all times.

It should be noted that Positions Descriptions are under constant review and may be changed by the Chief Executive Officer at any time.
It is expected that at all times employees and contractors will:

- be respectful towards the organisation, colleagues, clients and the general public.
- support the **headspace** vision and objectives and demonstrate the values of **headspace**.
- take reasonable care for their own health and safety, and that of others in the workplace.

- the position holder must also:
  - maintain a current Working With Children check, as per the Victorian legislation.
  - undergo a current and satisfactory National Police Check.
  - maintain a current driver’s license, and have access to their own vehicle.
  - maintain eligibility to work in Australia.
  - participate in a 6-month probationary period.
  - participate in annual individual performance reviews and professional development planning.
  - have some flexibility to travel, and to work after hours (including weekends and evenings).