POSITION DESCRIPTION: Mental Health Professional

Position Details

Position Title: Mental Health Professional
Employment Status: Full time
Salary Range: Pending qualification and years of experience (base salary $71,895 - $85,800), 5 weeks annual leave (17.5% leave loading), professional development allowance, superannuation, salary packaging available
Reports to: Allied Health Team Leader – Senior
Positions supervised: Nil
Location: Mount Isa – will require some travel to other remote communities across the North West and Lower Gulf of Carpentaria region

About Gidgee Healing

Gidgee Healing (‘Gidgee’) is an Aboriginal Community Controlled Health Service, with our strategic direction determined by a Board of Directors comprising Aboriginal people from across the region, as well as two skills-based Directors. Gidgee’s organisational mission and vision statements demonstrate a commitment to providing holistic and culturally appropriate health services, underpinned by a philosophy of community participation, and a strong focus on care coordination.

Gidgee is the only Aboriginal Community Controlled Health Service representing the health needs of the Aboriginal people residing in the Mount Isa, North West and Lower Gulf regions of Queensland, with the primary aim of supporting Aboriginal communities’ own solutions to living long healthy lives; strengthening our culture; and regaining our spirit. Gidgee’s service footprint is now the largest single Aboriginal Community Controlled Health Service provider land area in Queensland, spanning approximately 640,000 km² and including some 11,000 Indigenous persons. Our service area comprises 20 Native Title group land areas; 12 Local Government Area; the two Queensland State seats of Mount Isa and Gregory; and two House of Representative Divisions, Kennedy and Maranoa. It also includes two Hospital and Health Service regions (Central West and North West) and shares its boundary with the Western Queensland Primary Health Network (WQPHN).
Gidgee provides a broad range of primary health care services to Aboriginal and Torres Strait Islander people across the region; including GPs, Nursing; Aboriginal Health Workers / Aboriginal Health Practitioners; Allied Health professionals; Maternal and Child Health; and visiting Medical Specialists. Gidgee also provides a range of family-focused Mental Health and Wellbeing services, as the lead agent for both headspace Mount Isa and the Normanton Recovery and Community Wellbeing Service. Gidgee is currently experiencing a period of very strong organisational growth; expanding the scope and frequency of the services it provides across the Mount Isa and Lower Gulf regions. A significant proportion of the Primary Health Care and Maternal and Child Health Services historically provided by mainstream providers across the region are now transitioning to a community-controlled model of care to be delivered by Gidgee Healing.

Position Summary

The position is responsible for working in conjunction with a small team in the delivery of culturally appropriate mental health services to the Aboriginal and Torres Strait Islander community as a member of the multi-disciplinary primary health care team. This position will work closely with the Manager, Normanton Recovery Centre to provide programs and interventions for clients of the program. The role will entail outreach service delivery from clinic-based and community-based settings, both in Mount Isa and outreach to the community of Normanton.

Duty Statement and Key Responsibilities

Provision of Clinical Care

- Provide high quality assessment and intervention for clients within the context of Primary Health Care in a professional, confidential and culturally safe manner, in keeping with accepted best practice standards through clinic-based appointments, group programs and home visits
- Ensure access to a comprehensive range of treatment and support services across the continuum of care including prevention and health promotion, planning and evaluation of client programs and service delivery options
- Ensure integrated service delivery and follow up, coordinating and communicating as required with other relevant internal, visiting, and external providers
- Provide follow-up monitoring and care as directed through health assessments and / or GPMP / TCAs / Mental Health plans
- Develop and implement group sessions for clients participating in health education programs and in-service education in areas relevant to mental health and well-being as required
- Incorporate a holistic approach to health care that incorporates health promotion activities according to community and organisational priorities
- Ensure information is recorded accurately and in a timely manner in the electronic health record system, and that records are maintained in accordance with AGPAL standards
- Ensure maintenance of privacy and confidentiality in relation to client information
• Work closely with the local community teams and clinic practice managers to support regular tracking of progress in monitoring client progress and care, ensuring feedback is provided to staff and supporting implementation of changes in response to identified gaps
• Work closely with reception staff to ensure that booking and billing of clients is completed efficiently and accurately
• Actively maintain knowledge of the application of the MBS relevant to your job role and ensure information about completed MBS items is effectively captured for accurate processing of claims

**Data Administration**

• Maximise Medicare billings / claims through effective and timely clinic and patient records processes
• Maintain accurate client records, including the collection and collation of statistical information in order to forecast demand for services and allocation of budgets
• Provide periodic performance and evaluation reports to the Allied Health Team Leader as required

**Self-Management and Team Contribution**

• Maintain confidentiality in line with Code of Conduct and comply with all Gidgee Healing Policies and Procedures
• Work as part of a multi-disciplinary team including GPs, Aboriginal Health Workers and Allied Health staff
• Provide supervision and support as appropriate to less experienced staff, Aboriginal Health Workers, Allied Health Assistant and students and provide in-service education in areas relevant to mental health service provision as required
• Provide input into the development of clinical practices, procedures and protocols within the work area
• Participate in quality and service improvement activities to continually improve client care
• Comply with all professional development requirements for maintenance of registration with the relevant Board of Australia and / or association membership.
• Participate in scheduled performance appraisals; undertake further training and skills development identified for optimum ongoing performance in the job role
• Actively participate in professional development including continuing education opportunities provided through the organisation and regular clinical and cultural supervision
• Work within a legal and ethical framework
• Streamline procedures for seamless client care within Gidgee Healing and with external providers
• As an employee, work in a healthy and safe manner and encourage others to do the same; comply with all warning and safety signage; report or rectify any unsafe conditions; adhere to Gidgee Healing’s Workplace Health and Safety policies and procedures

**Foster Linkages**

• Work to foster productive relationships with all clinic, program and support staff
• Work to foster productive working relationships with relevant government departments, hospitals, key providers and other specialist providers including network with relevant mental health services and practitioners within the region

*Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence, training and scope of practice.*
Key Performance Indicators

This position has Key Performance Indicators (KPIs) aligned to it and are a requirement of the position. These will be determined by the line manager.

Performance evaluation will be undertaken prior to completion of any specified probationary period, then annually. Performance appraisal will include but not be limited to the Key Performance Indicators identified for this position.

Selection Criteria

1. A comprehensive understanding of the health issues impacting the lives of Aboriginal and Torres Strait Islander people and a strong commitment to improving health outcomes
2. Demonstrated understanding and commitment to the philosophy and practice of an Aboriginal Community Controlled Health Service and the ability to work sensitively and effectively with Aboriginal and Torres Strait Islander people
3. Demonstrated skill in working autonomously in a primary care setting, in particular the ability to work as part of a multidisciplinary team with a sound understanding of your role as a Mental Health clinician in this context
4. Demonstrated ability to provide clinical services of a complex nature, where established principles, procedures and methods require expansion, adaptation and modification
5. Demonstrated ability to provide high quality assessment and intervention for clients within the context of Primary Health Care and Recovery Centre in a professional, confidential and culturally safe manner
6. Demonstrated ability to collaborate with colleagues, supervisors, managers and stakeholders regarding service delivery improvement opportunities and consumer outcomes within a recovery oriented framework
7. Demonstrated ability to engage in supervision of students at undergraduate levels and less experienced staff in Indigenous primary health care and Recovery contexts
8. Demonstrated effective verbal and written skills with particular emphasis on interpersonal communication skills, establishing trust and rapport, maintaining confidentiality and record keeping
9. Demonstrated competence in use of information technology, internet and desktop applications; e.g. electronic client record systems, Outlook, Word, Excel and database packages

Qualifications / Experience

Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor / manager, prior to the commencement of clinical duties.
• The successful applicant must hold at least a tertiary degree (or equivalent qualification) in one of the following:
  o Occupational Therapy and current registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHRPA) as an Occupational Therapist
  o Psychology and current registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHRPA) as a Psychologist
  o Social Work providing eligibility and / or current membership of the Australian Association of Social Workers (required)
• Demonstrated ability to comply with the profession’s code of ethics and function in accordance with legislation affecting professional practice for maintenance of registration with the relevant Board of Australia and / or association membership
• Experience in providing assessment, intervention and case management to Aboriginal and Torres Strait Islander people is highly desirable

Practical Requirements

• Current C Class Drivers Licence (QLD) – essential
• Immunisation requirements – It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases: measles, mumps, rubella, varicella, hepatitis B, hepatitis A and pertussis (whooping cough) during their employment
• Current CPR and First Aid Certificate
• Current Blue Card (Working with Children and young people) or willingness to apply for a Blue Card
• Satisfactory Police Check
• Willingness to work flexible hours as required, including the requirement to travel, work and stay overnight for up to several days at a time in remote areas
• Willingness to travel by road and small planes

Endorsement and Approval

Position description approved by Chief Executive Officer:

Signature: ENDORSED Date: