

## Position Description

<b>Name:</b>	PTS Specialist – Child Services	<b>Date:</b>	11/01/2021
<b>Position Title:</b>	Psychological Therapy Service (PTS) Specialist		
<b>Reporting to:</b>	Program Manager – Families Communities & Culture		
<b>Direct Reports:</b>	Nil		
<b>Budgetary Responsibilities</b>	Nil		
<b>Liaises with Internally</b>	<ul style="list-style-type: none"> <li>• Gateway Health staff members, including Quality and Risk/Compliance roles</li> <li>• FCC programs such as CHIPS, Parent Education, Families NSW, Cradle to Kinder</li> <li>• GH Gender Service</li> <li>• Medical Clinics – Wangaratta &amp; Wodonga</li> <li>• headspace Albury Wodonga</li> <li>• Other Gateway Health programs such as Allied Health &amp; Community Inclusion</li> </ul>		
<b>Liaises with Externally</b>	<ul style="list-style-type: none"> <li>• Referring GP's and agencies</li> <li>• Children, young people and their families</li> <li>• The Education sectors</li> <li>• Albury Wodonga Health</li> </ul>		
<b>Position Context</b>	<p>The PTS Specialist – Child service is commissioned by Murray Primary Health Network (PHN) to deliver Primary mental Health support within a Stepped Care framework. The service is person centred and integrated with the local health system, particularly with general practice.</p> <p>The program aims to;</p> <ul style="list-style-type: none"> <li>• Deliver better outcomes for children and their families by providing evidence based, psychological interventions in a primary care setting including for people experiencing suicidal ideation where access to other services is not appropriate;</li> <li>• Target services for those individuals requiring primary mental health care who are not likely to be able to have their needs met through Medicare-subsidised mental health services; and</li> </ul>		

	<ul style="list-style-type: none"> <li>• Compliment other services including fee for service programs and address service gaps involving rural, remote and other underserved geographical areas and populations.</li> <li>• Promote an integrated, multi-discipline, intervention approach based upon the Stepped Care approach to support individuals with mental health needs;</li> </ul> <p>The PTS specialist clinician will offer more flexibility than MBS based psychology services through;</p> <ul style="list-style-type: none"> <li>• Discussions with parents of children accessing the service</li> <li>• Flexibility in service delivery modalities relevant to the needs of the child including face to face, group work and telehealth; and</li> <li>• Promote local partnerships between primary mental health care services and the broader service system, including the education sector.</li> </ul>
<p><b>Organisation Context</b></p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).  The Board of Governance provides strategic planning for Gateway Health.  The Board has delegated the operational management of the Agency to the Chief Executive Officer.  Executive staff provide direction, support and leadership to staff.  The Executive comprises;</p> <ul style="list-style-type: none"> <li>Chief Executive Officer</li> <li>Chief Financial Officer</li> <li>General Manager Client and Community Services</li> <li>General Manager Population Health, Planning and Performance</li> <li>Manager People and Culture</li> <li>Manager Primary Care</li> </ul> <p>Program Managers provide immediate support and management within their program areas.  Corporate services are delivered through Finance, Payroll, Information Communications Technology, People and Culture, Quality and Compliance.</p> <p><b>Review of Position Descriptions:</b>  This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<p><b>Code of Conduct</b></p>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>• Maintain a high professional standard and work with integrity</li> <li>• Develop a collaborative working relationship</li> <li>• Communicate with respect and tolerance</li> <li>• Maintain a client focus</li> <li>• Adopt a Continuous Quality Improvement approach</li> <li>• Work within legislative and compliance framework</li> </ul> <p>Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</p>

**Best Practice**

*(Knowledge & application of skills required for this position. Knowledge & understanding of equipment, legislation, policies & procedures)*

Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> <li>• Delivery of PTS Specialist – Child Services in accordance with the PHN - Primary Mental Health Guidelines 2020.</li> <li>• Work within the FCC Team to deliver PTS Specialist - Child services to children up to 13 yrs.</li> <li>• Provision of evidence based interventions and family support required to achieve outcomes with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide PTS Specialist services to LGA's – City of Albury, City of Wodonga, Indigo Shire, Alpine Shire, Rural City of Wangaratta, Rural City of Benalla &amp; Mansfield Shire.</li> <li>• Provide 6 or fewer service contacts to children accessing the service.</li> <li>• Complete age appropriate relevant assessments including but not limited to the K10</li> <li>• Clinical Case review to occur regularly to monitor consumers care and particularly when needed as evidence for continuation of service following 6 service contacts.               <ul style="list-style-type: none"> <li>○ Case Review to involve – the client, PTS clinician, any nominated family/carer or other supports, GP/Psychiatrist and other significant team members (with client consent)</li> </ul> </li> <li>• Demonstration of delivery of a Stepped care approach</li> <li>• Documented Needs assessment and Planning</li> <li>• Documented Treatment monitoring</li> <li>• Documented Exit planning</li> <li>• Data entry as per PHN and Gateway Health requirements</li> <li>• Timely and efficient operations</li> </ul>

**Research, Leadership and Education**

*(Demonstrated experience and understanding of the need for continuation of personal & professional development)*

Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Mandatory training</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain professional development as required (role specific examples, i.e current first aid, CPR)</li> <li>• 100% compliance within all agency mandatory training</li> <li>• The provision of evidence based practice in line with funding requirements</li> <li>•</li> </ul>

**Team, Culture Building and Communication**

*(Communication & interpersonal skills including liaising with internal & external stakeholders)*

Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> <li>• Promote Gateway Health as a quality service provider and represent the organisation as a</li> </ul>	<ul style="list-style-type: none"> <li>• 100% attendance to team meetings</li> <li>• Prioritise attendance at Agency Meetings</li> </ul>

<p>leader in its field in relevant industry and sector forums as required.</p> <ul style="list-style-type: none"> <li>• Demonstrate culturally competent interactions with Aboriginal people. Gateway Health requires all staff to provide a holistic and inclusive approach to the health needs and rights of Aboriginal people.</li> <li>• Demonstrate sensitivity, empathy and respect for the diversity of customs, values and spiritual beliefs of others at all times – members of the community, clients and colleagues.</li> <li>• Where relevant collaborate with consumers and the community in the development, implementation and review of service planning, policies and quality improvement activities</li> <li>• Assist with the supervision of students where appropriate</li> <li>• Uphold and protect consumer rights and maintain strict confidentiality</li> <li>• Understand and act in accordance with the Gateway Health Values and Code of Conduct when carrying out duties and in dealing with staff and key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Uphold the Gateway Health values</li> <li>• Participate and implement Team development</li> <li>• Communication and inclusivity</li> </ul>
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**Clinical and Administrative Systems**

*(Org processes, admin & documentation requirements, professionalism & timely reporting)*

Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> <li>• Clinical notes</li> <li>• 100% compliance with mandatory training requirements as outlined in the Gateway Health Learning and Development Procedure</li> <li>• Active participation in the annual performance development and review process</li> <li>• Maintain confidentiality on all issues relating to the organisation, clients &amp; colleagues</li> <li>• Active participation in professional development and supervision</li> <li>• Contribute to Families Communities &amp; Culture team Operational plan, milestones and timelines</li> <li>• Participate in both Line Management and Clinical Supervision as directed</li> <li>• Registration is maintained and working within scope of practice (as relevant to the position)</li> <li>• Timely delivery of relevant reports, data entry and Performance Dashboards</li> </ul>	<ul style="list-style-type: none"> <li>• Complete clinical notes within agreed time frames and in accordance with Gateway Health policies and procedures</li> <li>• Active participation in line management and Clinical Supervision as per Clinical Supervision policy.</li> </ul>

**Quality, Safety and Compliance**

*(commitment to ensuring quality services are delivered to both internal and external clients through continuous improvement)*

Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> <li>• Provide and update Working with Children(s), Disability Workers Exclusion scheme and Police Checks and immediately report any changes to their status to Gateway Health</li> <li>• Ensure an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines</li> <li>• Ensure a safe working environment for yourself, your colleagues and members of the public</li> <li>• Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the Gateway Health workforce</li> <li>• Contribute to organisational quality and safety initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and maintain a personal care plan and 100% attendance in the Gateway Health Clinical Supervision or Line Management Meetings</li> <li>• Complete appropriate Risks assessments in line with the Gateway Health Risk management framework.</li> <li>• Contribute to Accreditation and compliance when required.</li> <li>• Contribute to the Child safety Working group and any projects relevant to the PTS role.</li> </ul>

- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation

### Key Selection Criteria

**Applicants MUST address the Selection Criteria below when completing an employment application**

#### Essential

1. Behaves in accordance to the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Tertiary qualifications in a relevant discipline, with minimum 2 years exp (such as Psychology/ Provisional Psychologist, Mental Health, Social work, Occupational Therapy or other health related disciplines).
3. Minimum 2 years' experience in child mental health and/or community work with children in a mental health context or relevant demonstrated experience in counselling.
4. Current Australian Drivers Licence
5. Satisfactory National Police Records, Disability Worker Exclusion Scheme and Victorian and NSW Working with Children Checks must be provided prior to commencement.

#### Desirable

6. Professional registration in Psychology/ Provisional Psychologist, Mental Health, Social work, Occupational Therapy or other health related disciplines preferred but not essential.
7. Passion, energy and relevant experience to make a difference to health outcomes for children through assessment, engagement and counselling.
8. Demonstrated skills and experience in working within the child mental health field including counselling, group work and family support.
9. Demonstrated experience in the provision of evidence based therapeutic approaches to children/young people and their families with mental health issues.
10. Demonstrated understanding and experience working with families where risk factors are identified including but not limited to Alcohol & Other drug use and Family Violence.
11. Demonstrated knowledge of child developmental stages, the impact of trauma, and other issues which impact on a child's health and wellbeing.
12. Highly developed report writing skills, record keeping / data management, word processing and other computer skills.
13. Excellent skills in engaging and working with children, young people and their families, including those from diverse backgrounds and/or with complex needs.

### Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)

- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at other locations may be required

**Award and Conditions**

- SACS – Social and Community Services Employee Level 4 - Salary based on qualifications and experience plus 9.5% superannuation
- .8 EFT (4 days per week – days negotiable)
- Superannuation
- Salary packaging as per Agency policy
- Current contract available until June 30<sup>th</sup> 2021 – possible extension
- Based in Wodonga with the occasional need to travel to other locations
- Initial 6 month probationary review and then annual performance appraisal.

**Performance Monitoring**

An initial review of performance will be undertaken within six (6) months and then formally reviewed every 12 months based upon this position description.

<b>Last Appraisal Date</b>	
<b>Next Appraisal Date</b>	

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.



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**Accepted by:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_