

Position Description			
Name		Date	
Position Title	Wellness Practitioner		
Department	HeadtoHelp Hub -Gateway Health		
EBA / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
Classification	<ul style="list-style-type: none"> • Dependant on qualifications and experience • Part time – 30.4 per fortnight with some after hours work required • Fixed contract for 12 months • Superannuation • Salary packaging as per Agency policy Initial 6-month probationary review and then annual performance appraisal.		
Primary Site	Based at Wodonga With the occasional travel to other sites required		
Reporting to	Project Manager		
Direct Reports	Nil		
Budgetary Responsibilities	Nil		
Liases with Internally	Gateway Health staff, including Business Services, Quality, Risk/Compliance, People Working Well, Medical Practice and headspace.		
Liases with Externally	This position may be expected to liaise with, though not limited to the following; <ul style="list-style-type: none"> • Funding bodies, auspicing bodies and Government departments • Health services, referring agencies and other key service providers • Clients, family members and friends • AWH- including clinical mental health services, emergency departments • Community Members and organisations • Department of Justice, Child Protection • GP's • Other health services 		
Purpose of the role	The Wellness Practitioner works in conjunction with the team at the Gateway Health-HeadtoHelp Hub to provide high quality, evidence based psychological interventions to people who are experiencing significant distress. Using a client centred, recovery oriented framework the practitioner will provide assessment and evidence based psychological interventions,- either on an individual basis or in a group setting to support the achievement of an improved state of wellness. This position has been developed in response to the COVID 19 pandemic and the subsequent increased mental health impacts on the community.		

About Gateway Health

Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).

Vision: People Living Well

Our Purpose: To provide care and services that connect the community and strengthened individual and population health and wellbeing

Our Values: Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services.

We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE

Our Principles:

- We **advocate for** fair and equitable access to health care and wellbeing services for all.*
- We **respect** the strength of individuals and the community, and their capacity to recover from adversity.*
- We **recognize** the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.*
- We **actively listen** and work alongside the community and each other to design and deliver better solutions.*
- We **believe** a learning culture is critical to enhancing the wellbeing of staff, clients and the community.*
- We **contribute to creation of** a connected and integrated health and community care system to achieve the best outcomes for our clients and community.*

Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.

The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.

Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.

Review of Position Descriptions:

This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.

Code of Conduct	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> • Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures • Maintain a high professional standard and work with integrity • Develop collaborative working relationships • Communicate with respect and tolerance • Maintain a client focus • Adopt a Continuous Improvement approach • Work within legislative and compliance framework.
Key Responsibilities and Accountabilities	
<p style="text-align: center;">Role Specific</p>	
<ul style="list-style-type: none"> • Provision of Initial Assessment and Referral • Clinical input into the assessment and triage of people experiencing moderate mental health concerns and the development of client centred, collaborative Treatment Plans with clients as required. • Provide client interventions via a range of evidence -based approaches which may include: brief interventions, single session therapy, individual sessions, group programs and other strategies suitable for use with clients experiencing psychological distress. • Provision of warm transfer or linkage to step up or down support. Eg. Area Mental Health Service. • Regular 3 month review of clients or as clinically indicated. • Immediate responses suicide prevention support to clients as required. The Wellness Practitioner may provide this support either individually or in conjunction with the HeadtoHelp Hub team and as required. • In conjunction with the Program Manager and other colleagues; work effectively with a range of other health and welfare services develop or strengthen referral pathways into the mental health services and improve care planning systems to support better outcomes for clients. • Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies. • Funding and Service Agreement Targets are met to ensure Clients are exited from the program appropriately and timely. • Complete high-quality clinical notes within agreed time frames and in accordance with GH and relevant professional body policies and procedures. • Complete all program specific administrative tasks within the required time frames. • All data is entered onto designated service databases, including excel spreadsheets. • Participation in regular performance reviews and appraisals • Competently use all relevant organisational databases – including but not limited to VHIMS, clinical software, Connx, etc • Active participation in Professional Development • Active participation in specific clinical supervision • Completion of Mandatory training 	
<p style="text-align: center;">People</p>	
<ul style="list-style-type: none"> • Develop and maintain professional relationships with internal and external stakeholders. • Contribute to productive and positive team meetings. • Positively contribute to the culture and spirit of the HeadtoHelp team, work environment and to GH. • Your behaviour is congruent with organisational values, behaviours and goals • Contribute to the development of procedures and systems within this program • Positively embrace and adopt change as it occurs. • Willingness to engage in a flexible work model that may require out of hours work and travel. 	

Technical Skills / Industry Knowledge

- Complete annual renewal of registration to practice (as required).

Generic Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Promote Gateway Health as a quality service provider and represent the organisation as a leader in its field in relevant industry and sector forums as required.
- Collaborate with consumers and the community in the development, implementation and review of service planning, policies and quality improvement activities as required.
- Maintain privacy and confidentiality at all times and uphold and protect consumer rights.
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professionally to meet the changing needs of your position, career and organisation.
- Assist with the supervision of students where appropriate.

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 and travel to other locations will be required

Key Selection Criteria

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

Essential

1. Tertiary qualifications in health, welfare, behavioural or social sciences, counselling.

2. Minimum two (2) year's experience working in the Mental Health sector, with people experiencing psychological distress, or with people with complex needs including mental health issues.
3. Demonstrated experience in delivery of a range of evidence-based approaches including: brief interventions; single session therapy, individual sessions, group programs and other strategies suitable for use with individuals experiencing psychological distress
4. Demonstrated ability to engage and form therapeutic relationships with people from diverse ages and backgrounds in a variety of settings.
5. Demonstrated understanding of consumer-directed and/or client-centred models of care, and a commitment to working within a recovery-oriented framework using evidence-based approach.
6. Demonstrated skills and experience in conducting assessments with people experiencing psychological distress, and in the development of Treatment/Care Plans in collaboration with clients and families.

Desirable

1. An understanding of and commitment to consumer participation at all levels of program planning and service delivery
2. Excellent time management and organisational skills, with proven ability to prioritise, work independently and as part of a team, and seek support and assistance when required
3. High level interpersonal, communication, problem-solving and negotiation skills, and demonstrated ability to work collaboratively with a range of partner agencies and in advocating with and on behalf of clients and their families.

Mandatory Requirements

1. Current Australian Drivers Licence or accepted International Drivers licence
2. Confirmation of your right to work in Australia, Satisfactory National/International Police, Victorian Working with Children Checks and evidence of COVID Vaccination must be provided prior to commencement.

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- 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. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- 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.

Accepted by

(print name):

Employee

Signature:

Date:

