



**Recruitment
Information Package.
Assisting you in your application to join
our team.**

www.mmgpn.org.au - (08) 8531 1303



“Building healthy and resilient people and communities”

Vacancy Information:

- Position:** *Mental Health Clinician HPSO2*
- Salary:** *Remuneration will be negotiated depending on skills, experience & qualifications. Additionally, you will be offered a range of outstanding benefits including generous salary packaging options, five weeks Annual Leave, and a flexible and supportive working environment.*
- Status:** *Part time 0.8 FTE. Fixed term until 30 June 2023*
- Closing Date:** *close of business 16th September 2022*

Do you have a passion for working with young people and their families to improve their mental health?

Are you a team player, able to work in partnership with other organisations whilst also working autonomously with young people and families to deliver evidence-based psychological based services and care? Do you have demonstrated skills in providing supervision?

There is an exciting opportunity to work with the Murray Mallee GP Network team, based within the Mount Barker headspace centre, to deliver intensive mental health services to young people with or at risk of developing severe mental health illnesses.

To be successful in this position, you will have an undergraduate qualification in Occupational Therapy, Psychology, Social Work or Psychiatric Nursing. In addition, you will have mental health accreditation and be registered with APHRA as required by your professional body. We are seeking someone with outstanding communication and interpersonal skills and the ability to work within a team. A track record working with young people and their families will be an advantage.

Remuneration will be negotiated depending on skills, experience and qualifications. Our organisation offers generous salary packaging options, five weeks Annual Leave, and a flexible and supportive working environment.

Job description and advice on applying can be obtained on our website:

headspace.org.au/mountbarker All enquiries to Ingrid Puise at ingridp@mmgpn.org.au or phone (08) 8398 4262.

A copy of your resume, and application addressing the job and person specifications, should be forwarded with the names of two current referees by close of business on Friday 16th September 2022 to the Manager, Ingrid Puise via email ingridp@mmgpn.org.au

Vaccination against COVID-19 is a requirement to work at MMGPN in accordance with Public Health Orders, Work Health and Safety and duty of care obligations for staff and clients. Therefore, as part of the recruitment/interview process, MMGPN collects information related to your vaccination status to ensure we comply with all government orders and directives.

Please be aware that only shortlisted candidates will be contacted. We are an equal opportunity employer and value each person's uniqueness. We embrace diversity and welcome applications from people of all backgrounds and communities including Aboriginal and Torres Strait Islander people, people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and people with disabilities



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This information package contains information about the Murray Mallee General Practice Network, and guidelines on submitting your application.

You will find within this information package:

- **An overview of the Murray Mallee General Practice Network**
- **Position Description & role requirements.**

How to apply:

Applicants are requested to send a copy of their resume and application addressing the job and person specifications and forwarded with the names of two current referees by close of business on **Friday 16th September 2022** to the Manager Ingrid Puise via email at ingridp@mmgpn.org.au

About Us:

Established in 1995 as the **Murray Mallee Division of General Practice**, the organisation has evolved to become the **Murray Mallee General Practice Network**, a primary care provider to the Country SA PHN, and other government and non-government funding bodies. Our current programs have been funded in response to identified needs in the community and services include:

Youth Mental Health:

We are the lead agency for headspace Murray Bridge which provides holistic early intervention services through a range of primary health care providers and consortium partners.

Mental Health Team & AOD

Mental Health Clinicians provide from our Adelaide Road offices and through General Practices in outlying communities including, but not limited to Karoonda, Tailem Bend and Meningie.

Demography:

The Murray Mallee General Practice Network is based in the major population centre of the region - the Rural City of Murray Bridge. It includes an area of 23,000 square kilometres from the eastern Adelaide Hills through to the Victorian border.

The Sturt Highway and rail route from Adelaide to Melbourne pass through the region. The River Murray, Coorong and Murray Mallee areas are significant environmental features.

The general practitioner workforce in the region operates from practices in seven towns, with outreach Clinics to some smaller communities. In addition, there are regular placements of students, registrars, trainees and interns within our practices.



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The MMGPN is fully accredited to the ISO 9001:2015 Standards under TQCSI and National Standards for Mental Health Standards 2010. Our accreditation status is oversights and maintained by our internal Quality, Risk and Safety practices, which aims to build, maintain and support a culture of continuous quality improvement with a proactive approach to risk management and work health & safety.

Murray Mallee GP Network abides by the Ombudsman SA Information Sharing Guidelines (ISG) and ensures all our staff are appropriately trained in the ISG. For further information on the ISG, go to: <http://www.ombudsman.sa.gov.au/isg/>

Seeking employment with the Murray Mallee General Practice

Network:

Job seekers considering employment with the Murray Mallee General Practice Network should understand that our recruitment process is similar to that of the public sector. This may be different in some respects to the process used in the private sector. This document will help you to understand our recruitment practices.

Broadly speaking, our recruitment is based on the merit principle. Each position has selection criteria, described in the job and person specification. The selection process involves assessing an applicant's suitability for the position, based on a comparison of their relevant skills, experience and qualifications in terms of the position's requirements. The person who is best able to demonstrate the match of their knowledge, skills and abilities with the requirements of the job, will win the job.

All applications are closely scrutinised to determine if the applicant meets the selection criteria. Failure to address the selection criteria will result in the applicant not being considered for an interview. It is essential that your application meets the specific requirements that are set out in detail in the information package provided by the Murray Mallee General Practice Network.

When advertising vacant positions, we provide information packages that set out the selection process, the type and format of information required from applicants and a copy of the current position description, along with contact details of officers within our organisation who can provide additional information.

If you are interested in applying for a position with the Murray Mallee General Practice Network, you may find the following information useful:



- 1) Do not apply for a position by just submitting a resume – in most instances it is only used to provide background information and alone will not get you an interview.
- 2) A resume may be attached to an application, but it should complement the information provided in the application and focus on the broader skills and competencies
- 3) Address the advertised selection criteria. Each criterion should be carefully examined to fully understand the requirements of the role. Some criteria may contain multiple requirements, look for action verbs and conjunctions. Failure to respond to even one part of criteria could result in the application not moving to the interview stage.
- 4) The selection criteria can be addressed in “dot point” form or in paragraphs; there is no specific requirement, unless otherwise stated. However, as indicated previously, the quality of the document may provide an advantage, provided the content relates to the position requirements.
- 5) Follow the application instructions provided, complete any forms and provide accurate, verifiable information. If you provide false information in your application and this is discovered after you have been appointed, it can lead to dismissal.
- 6) Try to find out as much information as possible about the agency. The Murray Mallee General Practice Network website www.mmgn.org.au contains a lot of useful information.
- 7) Check and recheck your application document, do not rely on your computer’s “spell check”. Get a friend or family member to read the document.
- 8) If you are invited to an interview it is highly likely that you are one of several candidates considered suitable for the role. The interview may involve at least three panel members.
- 9) Candidates for interview are asked the same questions and your responses are compared with those provided by the other candidates.
- 10) Your preparation for the interview is the same as for any job interview, i.e. dress appropriately, pay attention to your grooming, arrive slightly early – do not arrive late, read any pre-interview material carefully, listen attentively, think before answering questions, speak clearly, be confident, always ask questions if invited to do so and thank the panel for the opportunity.
- 11) If you are unsuccessful, you should contact the interview panel convener to get some feedback on your interview performance. The information provided will help you to improve your approach to future employment opportunities. You can also request feedback at the application stage if you were not successful in being shortlisted for an interview.



JOB AND PERSON SPECIFICATION

Title of Position:	Youth Complex Care- Mental Health Clinician and Care Coordination Evolve Program
Classification Code:	MMGPN EBA 2017 – RN2/ HPSO 2 (Dependent on qualifications and experience - salary sacrifice arrangements are available)
Status of employment:	Contract position - Renewal dependent upon ongoing funding and performance.

Approved by Chief Executive Officer: June 2022

The mission of **Evolve** (Youth Complex Care Program) is to improve access to wrap-around coordinated care and clinical services for young people (aged 12-25 years) with complex mental health needs.

Evolve aims to coordinate and better integrate care for individuals experiencing severe and persistent mental illness across multiple providers to improve clinical outcomes. Consultation and liaison may occur primarily with primary health care providers, acute health, emergency services, rehabilitation and support services, family, friends and other support people and carers and/or other agencies responsible for the client's treatment and well-being.

The **Evolve** program is under the auspices of the Murray Mallee General Practice Network (MMGPN) as the Lead Agency and is supported by a range of consortium partners and headspace programs, who share the **MMGPN** vision. **Evolve** is co-located with the local headspace service to ensure full integration with youth mental health programs offered by MMGPN.

COMPANY

The Murray Mallee General Practice (MMGPN) was established in 1995 as a member-based, not-for-profit, incorporated body registered under the Associations Incorporation Act 1985. It was funded through the Divisions of General Practice Program with the stated aim to *“Improve health outcomes for patients by encouraging GPs to work together and to link with other health professionals to upgrade the quality of health service delivery at the local level”*.

During the period of government health reform from 2013-14, the organisation evolved to become an independent provider of primary health care services, predominantly funded through the Country SA Primary Health Network (PHN) and other levels of government and Medicare-funded services.



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Our **organisational governance** is overseen by a skills-based Board, including elected and appointed members with identified skill sets. Our **clinical governance** is overseen by a regional group of primary care clinical leaders and managers. Quality improvement and the promotion of service excellence through best practice are the central focus of our work. **Community and consumer engagement** in the planning, managing, and evaluating of our services are integral to our operations.

Our relationship with general practice is unique, being the only **locally based** GP membership organisation in the region with all GPs working in the area eligible for membership. We provide continuing professional development programs, which our GP members and medical specialists highly value. We also offer education and support programs for practice managers, nurses and allied health clinicians.

Our core business includes providing allied health and primary nursing care clinical services and AOD health services to our local communities. In addition, we offer outreach services to smaller and geographically isolated communities and provide services at low or no cost to clients.

The organisation is administered from its premises in the Rural City of Murray Bridge. Clinical services are provided on-site, with a serviced reception area and consulting rooms utilised by a range of private and project-funded allied health professionals. In addition, youth mental health and drug and alcohol services are provided through the **headspace** Murray Bridge (inc Victor Harbor) and **headspace** Mount Barker.

Outreach services are provided to larger towns, including Mannum, Meningie, Tailem Bend, Karoonda and Lameroo. One of our most outstanding achievements has been the significant improvement in access to allied health services for our isolated rural communities.

The MMGPN employs or contracts a range of allied health workers within its suite of funded programs and private providers. This includes specialist nurses, nurse educators, psychologists, social workers and AOD Workers. In addition, organisational and clinical managers support the qualified and experienced allied health workforce; and comprehensive program guidelines, policies and procedures.

POSITION SUMMARY

The Mental Health Clinician facilitates excellence in health service delivery and clinical practice to achieve improved outcomes for clients of **Evolve** who are receiving service within this program. The position is responsible for the provision of Mental Health Clinical Care and Coordination to young people who have or are at risk of having severe mental illness and with complex support and/or complex therapy needs. Direct delivery of mental health services is a primary component of this role.

The goals of the Mental Health Clinicians are to:

- Improve access to mental health care for young people who are experiencing or at risk of severe mental illness;
- This group would generally require moderate or high-intensity care, subject to their needs. This care includes care coordination and clinical and therapeutic services.
- This group may include severe and episodic mental illness and those with severe and persistent mental illness alongside Tertiary mental health services as needed.



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JOB SPECIFICATION

Reporting/working relationships

- Reports to the headspace site Centre Manager, who reports to the YCCC Program Manager.
- Provides leadership and support to Colleagues employed by **headspace** regarding clients with complex care needs and service pathways
- Develops and maintains collaborative relationships with other clinical service providers, in particular, Tertiary Partners
- Receives day to day clinical support through the headspace clinical governance structures; Clinical team leader on site

Special Conditions

- Probationary period as specified in Employment Agreement
- Some intrastate and interstate travel will be required
- Some after-hours work will be needed as the program moves into offering after-hours services.
- Current SA driver’s licence essential.
- Some use of own vehicle may be required depending on the availability of MMGPN vehicles. Reimbursement will be paid at a rate determined by the relevant Modern Award.
- Current comprehensive insurance of any vehicle used for work purposes is required and should be presented for sighting annually.
- Participation in annual performance review & development appraisals at least every 12 months

CHILD PROTECTION

Per the South Australian Children’s Protection Act 1993, the successful applicant will be required to attain and hold a current National Police Certificate before employment.

Murray Mallee General Practice Network requires all staff to undertake the following Department Community & Social Inclusion (DCSI) screening checks:

- Working with Children Check
- Vulnerable Person Related Employment Screening

The incumbent is required to either currently hold or be trained in (within the first three months of employment) Child safe environments.

WORK HEALTH & SAFETY

- The employee has a responsibility to protect their health and safety at work and co-workers & clients.
- The employee has a responsibility to abide by the organisation’s WH&S policies and direction as set out in MMGPN’s Operation Manual.
- The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work

and in particular, so far as is reasonable, shall:

- use any equipment provided for health or safety purposes
- obey any reasonable instruction that the employer may give concerning health or safety at work
- comply with work health and safety policy in the workplace



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- Ensure they are not, by consumption of alcohol or drug, in such a state to endanger their safety at work or the safety of any other person at work.

Statement of key responsibilities and duties

Clinical Care Coordination and Service Provision

- Providing evidenced-based interventions and psychological services to complement and enhance existing GP, Psychiatrist or other allied health services available through the MBS.
- Improving care by providing service coordination, regular follow-up and review, access to support and compliance with treatment plans;
- Promoting the use of a single multiagency care plan to help link providers across multiple services involved in an individual’s care;
- Ensuring that referral pathways are in place to enable and support clients to transition between services as their needs change seamlessly;
- Contributing to addressing the physical health inequities of individuals with mental illness within the region;
- Supporting engagement between GPs and Psychiatrists where required;
- Supporting step up/step down and post-discharge activities with state-funded Local Hospital Network (LHN) mental health services;
- Co-facilitate and participate in clinical partnership arrangements with State mental health services as appropriate;
- Coordinating support between GPs, state-funded LHN and national NDIS assessment and referral to help match people to the service pathway which best meets their needs;
- Support clients to effectively manage their symptoms and avoid unnecessary hospitalisation; and
- Promote recovery and align with the National Framework for Recovery-Oriented Mental Health Services 2013 where relevant.
- Support the aims and objectives of MMGPN through understanding and implementation of the MMGPN Strategic Plan
- Be aware of and adhere to MMGPN’s policies and procedures
- Display a commitment and passion for MMGPN Values
- Employees are required to read, understand and comply with all policies, procedures and any reasonable direction whilst demonstrating professional workplace behaviours in accordance with the MMGPN Code of Conduct

Program Development and Implementation

The Mental Health Clinician contributes to developing and implementing programs within budgetary and program guidelines.

- Support the headspace Clinical Lead and Centre Manager in ensuring appropriate clinical service delivery within an integrated service model
- Develop a collaborative approach with relevant agencies to ensure effective management of youth mental health conditions within the community.



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- Participate in effective data collection to facilitate accurate reporting to funding bodies.
- Collaborate with Orygen and headspace to share ideas and learn from past experiences
- Ensure the environment is youth-friendly and youth resources are available

Supervision and professional development

The Mental Health Clinician supports the Clinical Lead in providing clinical supervision as directed and appropriate (dependant on the staff members’ training and experience) to clinicians and students (if applicable) employed or placed within headspace programs.

- Ensure that ethical and social action lessons are shared across the organisation, and programmatic strengths and challenges are represented at state and national levels.
- Participate in and promote ongoing professional development, including annual performance reviews.

Service provision

The Mental Health Clinician contributes to the development and continuous improvement of **Evolve**, youth complex care service delivery.

- Participate in the development and delivery of individual care planning, group work, and individual and family sessions as part of an individual caseload and as a consultant to other Allied Health workers.
- Provide service development and practice in line with evidence-based best practice guidelines for young people and their families presenting with mental health needs.
- Support referral and liaison with relevant service providers (e.g. psychiatric, psychological, medical, welfare and educational).
- Maintain appropriate case notes, records and data.
- Ensure service provision to ATSI and CALD community members is culturally appropriate.
- Contribute to and promote professional education of General Practice and Allied Health Providers.
- Actively participate in all clinical supervision activities, evaluation processes and team meetings at the local headspace.
- Participate in community education and promotional strategies as directed.

Quality Assurance

The Mental Health Clinician supports the development and implementation of initiatives to foster continuous quality improvement and assurance.

- Participate in team meetings, planning activities and organisation-wide quality assurance activities.
- Represent MMGPN & headspace at local, regional, state and national meetings and conferences as required.
- Ensure principles of equal opportunity, fairness, honesty and respect and occupational health, safety and welfare are fostered in the workplace



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- Ensure all Evolve Young People are offered an opportunity to provide feedback after the first session and at appropriate times thereafter in their treatment.

PERSON SPECIFICATION

Essential Minimum Requirements

Qualifications (one of the following):

- Mental Health Social Workers (must be registered with the AASW and have Mental Health Credentialing)
- Psychologists (must be registered under the provisions of the Psychological Practices Act, 1973 and registered with AHPRA)
- Registered Nurses (must have post-graduate tertiary mental health qualification and be registered with AHPRA)
- Occupational Therapists (must have mental health credentialing and be registered with APHRA)

Experience:

- Extensive post-graduate experience in the provision of mental health assessment and services, including psychoeducation and short term focused psychological strategies/interventions and care coordination
- Proven track record providing best practice clinical care within the mental health field, including psychological and therapeutic treatments for people experiencing mental health conditions.
- Skills in working with families are highly valued for this position.
- The ability and experience to conduct risk assessments, including suicide and violence risks, and develop action plans with young people and their families to mitigate these risks.
- Experience working in a multidisciplinary team environment, coordinating client care.
- Experience in the youth and/or mental health sector.

Knowledge:

- Knowledge and understanding of mental health, including related evidence-based interventions and clinical practice.
- Highly developed verbal and written communication skills.
- Computer skills including word processing, spreadsheets, electronic medical/case records and database applications.
- Exceptional interpersonal and communication skills with the ability to form engaging relationships with clients and their families.
- Excellent problem-solving skills and demonstrated ability consulting, liaising and negotiating with internal and external stakeholders.
- An understanding of and commitment to ethics and confidentiality issues, particularly concerning the health and medical professions.
- Knowledge of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the Occupational Health, Safety and Welfare Act.



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Personal Attributes:

- High levels of professionalism, confidentiality and ability to manage personal and professional boundaries.
- Positive, respectful, empathic and collaborative team player.
- Adaptability and flexibility to changing work environments and requirements.
- Highly self-motivated and dynamic personality with the ability to lead the development of youth complex care service delivery with a level of autonomy.
- Proven skills in decision making, problem-solving, time management and setting priorities to achieve program outcomes

ORGANISATIONAL REQUIREMENTS

COMPLIANCE

- Be aware of and adhere to MMGPN's policies and procedures
- Display a commitment and passion for MMGPN Values

OTHER RESPONSIBILITIES:

- Equal Opportunities Legislation
Promoting and implementing policies, procedures, and the prevention of harassment, bullying and intimidation.
- Professional Codes of Conduct and Ethics
Complying and practising within relevant Federal and State Legislation and the profession's code of practices/ethics

The incumbent is obligated to refer to their job and person specification, MMGPN's Manuals and Registers, and other relevant Roles and Responsibilities statements.

The duties and responsibilities for this position should not be considered as limited to the above activities. Duties may be added, deleted, or modified in consultation with the incumbent. Job Descriptions and staff performance will be reviewed regularly.

End