

**POSITION DESCRIPTION**

<p><b>1. POSITION TITLE:</b> Registered Psychologist</p>	<p><b>2. STATUS / CLASSIFICATION:</b> SCHADS Award</p>
<p><b>3. SERVICE/FACILITY</b> Counselling &amp; Clinical Services</p>	<p><b>4. LOCATION:</b> Across all CatholicCare locations according to need</p>
<p><b>5. RELATIONSHIPS:</b></p> <p>Director</p> <p>Assistant Director</p> <p>Practice Manager, Counselling &amp; Clinical Services</p> <p>Counselling &amp; Clinical Services</p> <p>Other programs within CatholicCare</p> <p>Referring parties (GPs, schools, EAP)</p> <p>Clients</p>	<p><b>6. DIRECT REPORTS:</b></p>
<p><b>7. OVERALL POSITION OBJECTIVE</b></p> <p>The position of Psychologist is to provide professional clinical assessment and counselling support through our general counselling service and our well established Employee Assistance Program Service. This position also provides therapeutic and clinical assessments and interventions; and preventative educational programs to individuals, couples and families, through face-to-face and telephone counselling, including crisis counselling. The Psychologist is part of the Counselling and Clinical Services Team. The position will be mobile and provide services across all CatholicCare locations, according to the needs of the community, in consultation with the Practice Manager. This position will be under the supervision of the Practice Manager, Counselling &amp; Clinical Services.</p>	
<p><b>8. ORGANISATIONAL ENVIRONMENT</b></p> <p>CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth services, early intervention, disability and community services and out of home care (adoptions and foster care) services.</p>	
<p><b>• COMPETENCIES, SKILLS &amp; EXPERIENCE REQUIRED</b></p>	

**Essential**

- Fully registered psychologist with AHPRA, with experience in a mental health/counselling setting; and with eligibility to obtain a Medicare provider number
- Relevant experience in, or capability to, provide individual, family or relationship counselling to clients across the lifespan
- Experience in the provision of short term counselling support through Employee Assistance Programs as well as long term support utilising a range of therapeutic modalities
- Experience in, or willingness to provide a variety of psychometric and other clinical assessments (such as autism assessments, cognitive, achievement and developmental assessments)
- Highly developed verbal and written communication skills
- Highly developed interpersonal skills, including: the ability to build rapport with clients; the ability to create a positive client/customer experience in and outside of the counselling room
- Ability and/or experience working in a fast paced clinical environment
- A willingness to work across various sites, depending on need Current NSW driver's licence

**Desirable**

- Ability to complete all sessions in a timely manner, according to best practice
- Experience in, or willingness to register as an approved counsellor for Victims of Crime

**9. CORE REQUIREMENTS FOR THE POSITION, MANDATORY**

It is a requirement for this role- Psychologist - that this person will possess.

- Commitment to the Mission, Vision and Values of CatholicCare
- Current Working With Children Check
- Current driver's licence and willingness to use own vehicle with comprehensive vehicle insurance
- Experience in and willingness to work in a multidisciplinary team

**1. KEY ACCOUNTABILITIES**

<b>Key Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
Direct service provision	<ul style="list-style-type: none"> <li>• Provide individual, relationship and family counselling utilising a variety of therapy modalities via short or long term counselling options including Medicare, Victims of Crime, Employee Assistance Program referrals and Family and Relationships Services (government funded)</li> <li>• Conduct psychological, cognitive, developmental and other assessments (including autism assessments)</li> <li>• Appropriately respond to critical incidents, providing psychological first aid (according to experience, supervision and training)</li> </ul>	<ul style="list-style-type: none"> <li>• Successful outcomes for clients and positive feedback</li> <li>• Discussion with Manager during supervision in relation to service provision</li> <li>• Evidence of service provision including completion of relevant clinical notes/admin tasks after each counselling session</li> <li>• Increased indirect and direct referrals</li> <li>• Seeing a minimum of 5 clients per day (or 5 billable hours)</li> </ul>

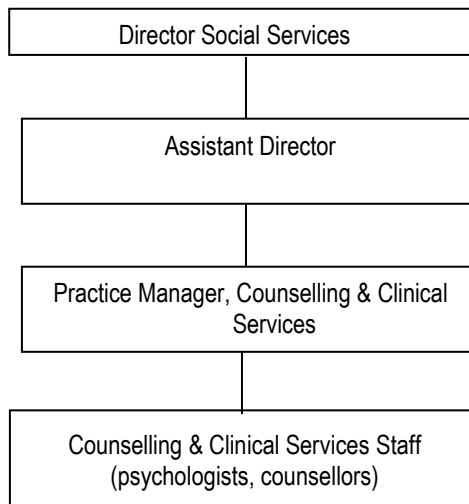
	<ul style="list-style-type: none"> <li>• Facilitate group training and information sessions for EAP customers and the community</li> <li>• Liaise with clients' relevant treating health professionals if requested to do so (by client)</li> <li>• Complete psychological assessments and reports if requested by relevant party, with clients' permission.</li> <li>• Provide psychological advice and services (e.g. behaviour support plans) to other areas within CatholicCare such as Disability Services, PSP etc</li> <li>• Manage a caseload in consultation with the Practice Manager- Counselling &amp; Clinical Services</li> </ul>	
Service quality	<ul style="list-style-type: none"> <li>• Ensure the clinical and administrative standards are maintained in accordance with requirements</li> <li>• Liaise with other community organisations for the purposes of information gathering, referral, networking and promoting CatholicCare and its services</li> <li>• Facilitate the development of other CatholicCare programs and where appropriate, provide assistance and expertise</li> <li>• Contribute to business development and participate in associated activities</li> </ul>	<ul style="list-style-type: none"> <li>• All records are completed in accordance with established documentation protocols and within the clinical and ethical guidelines recommended by the Psychology Board of Australia and the Australian Psychological Society.</li> <li>• Evidence that counselling sessions are timely and completed within the recommended time frame of 50-60 minutes.</li> <li>• Evidence of supervision and professional development activities undertaken</li> <li>• Evidence of clear and detailed note taking/summaries in relation to counselling sessions and other services provided.</li> <li>• Attendance and involvement in group work and service improvement activities</li> <li>• Increased referrals to the counselling team</li> </ul>
Performance Development	<ul style="list-style-type: none"> <li>• Participate in staff meetings as required.</li> <li>• Participate in regular clinical supervision and performance evaluation.</li> <li>• Actively engage in ongoing professional development activities supporting the work of a psychologist.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at internal and/or external supervision, performance evaluation sessions and internal and external training.</li> </ul>

	<ul style="list-style-type: none"> <li>Attend and actively participate in all service-training sessions.</li> </ul>	
Systems and policy	<ul style="list-style-type: none"> <li>Adhere and contribute to agency policy and procedures. Work consistently with the ethos and ethical standards</li> <li>Maintain high level of confidentiality and awareness of vulnerable people and fulfil the duties of a Mandatory Reporter where required.</li> <li>Follow safe work practices and adhere to all WHS policy and procedure.</li> </ul>	<ul style="list-style-type: none"> <li>Confidentiality is maintained at all times</li> <li>Staff receive feedback on meeting outcomes in a timely and positive manner.</li> <li>Staff reflect a positive attitude and proactive engagement in service delivery, service growth and associated changes in practice.</li> <li>The staff member will work in a competent and safe manner</li> </ul>

**2. SIGNIFICANT CHALLENGES (short & long term)**

What?	Why?
Working in a multidisciplinary team with high level of activity and often dealing with issues that are sensitive	Issues arise on a day to day basis that can be distressing and also cause re-juggling of priorities – maintaining a calm and harmonious working environment is a priority
Working across the broader context of Catholic Care and Social Services within a Catholic Diocese	Awareness of wider social services community can be overlooked when working in an individual team – the successes of the counselling team is contingent on effective collaboration with external, as well as internal services of the Catholic Diocese
Change management	The counselling team continues to grow due to the introduction of assessment services and increased awareness of the services available. Contributing to the success of this growth is important as is demonstrating professionalism and flexibility in this changing environment.

**3. ORGANISATION POSITION CHART**



**4. EMPLOYMENT CONDITIONS****Performance Management**

Performance agreement every six months with appraisal and reviews

**Reward & Recognition**

Educational and development opportunities negotiated as required

**Remuneration**

Agreed salary and conditions comparable to industry standards and level of responsibility

**5. OTHER RELEVANT INFORMATION**

Occupants must:

- have a current drivers licence;
- abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese. Any criminal or civil action taken against the occupant must be reported immediately to the Vice Chancellor - Administration;
- take reasonable action to familiarise himself/herself with Diocesan policies and procedures;
- not take advantage of their role in the Diocese for personal gain;
- take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Diocese; and
- be familiar with, and observe, Diocesan policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position.

**6. SIGNATURE**

**OCCUPANT  
NAME:**

**OCCUPANT  
SIGNATURE:**

**DATE:**