

## Position Information

<b>Position</b>	<b>Head to Health Clinical Lead / Educator</b>
<b>Eligibility</b>	<b>Open to internal and external applicants</b>
<b>Working Location</b>	Mount Gambier, South Australia
<b>Classification</b>	RN3/PO3
<b>Job Status</b>	0.8 FTE
<b>Salary</b>	\$103,442-\$113,766 pa (Pro Rata + Super + Leave Loading + Salary Packaging)
<b>Applications Closing Date</b>	26 <sup>th</sup> April 2023

### About Us

Thank you for your interest in applying for the position of Head to Health Clinical Lead / Educator with FocusOne Health. FocusOne Health is a purpose led, Not for Profit, organisation with strong organisational values and culture. To find out more about our organisation, please visit [www.focusonehealth.com.au/about](http://www.focusonehealth.com.au/about)

### About the Role

The Clinical Lead/Educator is a key leadership role for Head to Health Mount Gambier. Reporting to the Head to Health Centre Manager, the Clinical Lead/Educator is responsible for overseeing service delivery for clients, families and carers accessing Head to Health Mount Gambier. This will include direct service delivery, development and supervision of multidisciplinary clinical staff, and liaison with peer workers and other providers and health care and social organisations.

Additionally, the Education portion of the role includes clinical supervision of health professionals and students undertaking placement at Head to Health and reporting and liaison with educational institutions. The educator is key in supporting the growth and development of emerging and developing clinicians.

FocusOne Health offers a supportive environment, working with a team of dedicated professionals to support your career development. Access to significant Professional Development opportunities is available.

We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people, people with a lived experience of mental ill-health, people from culturally and linguistically diverse backgrounds, and people who identify as LGBTIQ+.

The successful applicant will be remunerated in accordance with FocusOne Health's EBA dependent on skills, experience, and qualifications. We offer flexible terms and conditions and attractive salary packaging arrangements. For more information about salary packaging, please visit [Discover salary packaging - Community Business Bureau \(cbb.com.au\)](#).

Comprehensive onboarding and induction to the role will be provided to the successful applicant.

We reserve the right to appoint to the role prior to the application closure date.

## How to Apply

**Applicants are required to address the Selection Criteria of the Job Description below in their cover letter in order to be considered.**

Your application addressing the selection criteria and current resume, including contact details for 3 referees, are to be emailed to [info@focusonehealth.com.au](mailto:info@focusonehealth.com.au)

Further information can be obtained by contacting Kerril Vowles, Director of Services at FocusOne Health on (08) 8582 3823.

## Immunisation

FocusOne Health strongly encourages its employees to be fully vaccinated to protect their health and that of our clients and their family and friends.

## Pre-employment Screening

If you are selected for an interview, copies of the documentation outlined below will be requested at the job interview. If these documents are not available by the interview date, this can be discussed on the day.

### Criminal History Assessment

In accordance with the South Australian Child Safety (Prohibited Persons) Act 2016 and the Children and Young People (Safety) Act 2017, the successful application will be required to attain appropriate criminal and relevant history screening assessment / criminal history check. The following checks will be required for this role:

- National Police Clearance
- Working with Children Check – DHS
- Aged Care Clearance – DHS

### Certificates & Licences

- Evidence of Qualification
- Evidence of Professional Registration



- Evidence of Safe Environments for Children and Young People Training
- Copy of Drivers Licence
- Copy of Car Registration
- Copy of Comprehensive Vehicle Insurance
- SA Health COVID19 Vaccination Certificate/History Statement
- Confirmation of Immunity Status





Position Details	
<p><b>Position Title:</b> Head to Health Clinical Lead / Educator Mount Gambier</p> <p><b>Fulltime Equivalent (FTE):</b> 0.8FTE</p>	<p><b>Date Job Description approved:</b> 3 April 2023</p> <p><b>Status of employment:</b> Refer to 'employment letter of engagement'</p> <p><b>Location:</b> Refer to 'employment letter of engagement'</p>
Position Context	
<p><b>Organisation Overview</b></p>	<p>FocusOne Health is a locally run not for profit organisation providing a range of programs and services that aim to raise awareness and health outcomes of the community. We work in partnership with a broad range of providers and stakeholders to deliver integrated and coordinated health services to the community (including General Practice, medical specialists, allied health services and state government health services). An integrated approach is taken to support individuals in prioritising their health and wellbeing.</p>
<p><b>Job Purpose Statement</b></p>	<p><b>Head to Health provides a stigma-free soft entry point for people experiencing distress to receive immediate assistance and information with a “no wrong doors” approach.</b></p> <p>The Head to Health Clinical Lead / Educator is responsible for assuring that service delivery at Head to Health Mount Gambier is client-centred, evidence-based, recovery-oriented, trauma-informed, and culturally safe, including clinical oversight of a multi-disciplinary team.</p> <p>The Clinical Lead/Educator facilitates high performance service delivery and clinical practice, resulting in improved health outcomes for individuals, families, carers, and groups accessing Head to Health Mount Gambier. This position demonstrates and maintains personal competency in the performance of high quality clinical and technical skills through direct service delivery to individuals, families, and carers accessing Head to Health Mount Gambier services.</p> <p>The Clinical Lead / Educator uses their clinical knowledge, risk management skills and passion for building workforce capacity to ensure the successful establishment of the Head to Health Mount Gambier service. This person is a leader in evidence-based practice, risk management, clinical audits, consumer feedback as it pertains to individuals, families, and carers and mental health and alcohol and other drug service provision.</p> <p>The Clinical Lead / Educator assists the organisations to achieve and maintain accreditation to the National Standards for Mental Health Services (2010) and ISO 9001:2015 (QMS). The Clinical Lead / Educator ensures that programs delivered are compliant with legislative requirements, program guidelines and other national guidance guidelines (developed by the Department of Health, funders and or other peak/industry guiding organisations).</p> <p>The Clinical Lead / Educator works across the spectrum of clinical programs, and participates in the planning, implementation, and evaluation of programs within nominated geographical and funding boundaries.</p> <p>The position plays a crucial role in developing, implementing, and monitoring the systems that provide intake assessment, screening, engagement, and provision of support to clients.</p> <p>This position provides oversight to non-clinical staff; ensuring immediate access to supervision and that decision-making is overseen by a suitable qualified mental health professional.</p> <p>All FocusOne Health staff demonstrate an understanding of and commitment to the principles of multiculturalism, equal opportunity, and the legislative requirements of the WH&amp;S Act.</p>
<p><b>Reporting Relationships</b></p>	<p><b>Line Management:</b> Reports to the Head to Health Mount Gambier Centre Manager</p> <p>Is accountable through the organisational management structure to the Board of Management of the FocusOne Health Inc.</p> <p><b>For Nurses: Clinical Accountability</b></p> <p>Has a professional responsibility to work within the limits of their competence. The individual nurse must assess and determine their own learning needs with assistance from their supervisor as required.</p>





	<p>Supervision requirements are matched to the requirements of the specific position in which the supervisee is required to work.</p> <p>Seeks leadership, advice, and support for clinical matters from partner Clinical Services Leaders.</p> <p><b>For other disciplines: (Social Worker, Occupational Therapist, Psychologist) Clinical Accountability:</b></p> <p>Seeks leadership, advice, and support for clinical matters from partner Clinical Services Leaders.</p>
<b>Working Relationships</b>	<p>Participates in and actively contributes to regular Team Meetings and 1:1 meetings with Manager.</p> <p>Participates in and actively contributes to regular clinical supervision and in peer clinical review processes.</p> <p>Is a member of the multi-disciplinary FocusOne Health Team and may liaise with FocusOne Health membership and other relevant stakeholders on behalf of FocusOne Health.</p> <p>Consulting and collaborating with Suppliers, Contractors, other health care professionals, and stakeholders, both within the organisation and the community, to ensure optimal organisational outcomes.</p> <p>In collaboration with the Head to Health Mount Gambier Centre Manager, ensure the delivery of assigned clinical services is in line with Clinical Governance protocols through the provision of clinical leadership, guidance, and support to clinical staff.</p>
<b>Line Management Responsibility</b>	<p>Line management and clinical oversight of a multidisciplinary team which may include nurses, social workers, other mental health clinicians, and alcohol and other drug workers.</p>
<b>General Expectations</b>	<p>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 Code of Conduct.</p> <p>Maintains confidentiality and operates within the Information Sharing Guidelines.</p> <p>Participation in Performance Development Reviews every 12 months.</p> <p>FocusOne Health is a smoke free workplace.</p>
<b>Immunisation Requirements</b>	<p>It is a condition of employment at FocusOne Health that employees for this position provide confirmation of their immunity status.</p> <p>This role is identified in accordance with the FocusOne Health Immunisation Policy as:</p> <p><b>Category B – Indirect contact with blood and body substances.</b></p> <p><i>These staff rarely have direct contact with blood or body substances. These staff may be exposed to infections spread by the airborne or droplet routes but are unlikely to be at occupational risk from blood borne diseases.</i></p> <p>FocusOne Health strongly encourages employees for this position provide confirmation of up to date COVID-19 vaccination, with a COVID-19 vaccine approved by the Therapeutic Goods Administration (TGA), prior to commencement of employment.</p>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Current and full registration with the appropriate registration authority (AASW, AHPRA, ACMHN, equivalent)</li> <li>• A minimum 4 years' experience in mental health service delivery</li> <li>• A minimum 4 years' relevant professional development and clinical supervision</li> <li>• Some out of hours work may be required for which time off in lieu is to be taken</li> <li>• Travel throughout FocusOne Health's catchment, with occasional intra-state trips (to Adelaide) and inter-state travel will be required.</li> <li>• A current South Australian Driver's Licence is essential, and use of comprehensively insured personal motor vehicle will be required, for which there will be mileage remuneration in line with Enterprise Agreement and FocusOne Health policy.</li> <li>• In accordance with the South Australian Child Safety (Prohibited Persons) Act 2016 and the Children and Young People (Safety) Act 2017, the attainment of both a <i>National Police Clearance</i> and a <i>Working with Children Check</i> is required prior to commencing employment.</li> </ul>



Key Responsibilities		
Accountability	Key Activities and Outcomes  (What is to be achieved; responsibilities and duties)	Key Performance Indicator  (This is the measurement criteria for how each accountability/responsibility is achieved)
		Outcomes & Outputs
<b>Service Delivery</b>	<p><b>Provide therapeutic interventions to clients at risk of or experiencing significant distress and/or chronic, complex, or severe mental health conditions, and substance misuse:</b></p> <ul style="list-style-type: none"> <li>• Develops and delivers individual and group-based interventions with comprehensive and detailed biopsychosocial formulations and collaborative care planning.</li> <li>• Provides evidence-based therapies and administers outcome measures that are client-centred, recovery-oriented, trauma-informed.</li> <li>• Assesses, communicates, mitigates, and manages clinical risk for client presentations.</li> <li>• Ensures service provision to Aboriginal and Torres Strait Islander Peoples, people from Culturally and Linguistically Diverse backgrounds, LGBTQIA+ people, carers and family, and clients from other vulnerable or marginalised groups, is culturally safe and appropriate.</li> <li>• Actively engages in liaison, case consultation and collaborative clinical practice with other primary and tertiary health, mental health, and community or social providers.</li> <li>• Improves care by providing service coordination, regular follow-up and review, access to support and working with treatment plans.</li> <li>• Provides support to referrers and partners in the form of telephone and onsite information, education, and assistance.</li> <li>• Participates in community education and promotion.</li> <li>• Maintains a caseload that incorporates a high proportion of severe and high-risk presentations.</li> </ul>	<ol style="list-style-type: none"> <li>1. Professional services are provided to clients in accordance with program contract and supporting guiding documents and FOH Clinical Governance Framework</li> <li>2. Timely assessments, case notes and closure requirements are completed</li> <li>3. A caseload is maintained as determined by program work instructions and in consultation with Centre Manager</li> <li>4. High level communication flow and collaborative care is delivered</li> <li>5. Strong adherence to organisational processes and procedures</li> <li>6. Uniqueness of the individual is understood and fostered</li> <li>7. Opportunity for real choice is afforded to all clients</li> <li>8. All individuals are treated with Dignity and Respect</li> <li>9. Data is collected and reported as required by FOH and the funder</li> </ol>
<b>Education</b>	Mentors, supervises, and develops clinicians from students on placement, through to early career and emerging, and established clinicians.	<ol style="list-style-type: none"> <li>1. Maintains a professional clinical supervision role, providing mentoring and advice on clinical work to a multidisciplinary team</li> <li>2. Maintains own capacity for practice and models resilience</li> <li>3. Models interprofessional courtesy and respect for lived experience</li> <li>4. Line manages clinical staff</li> </ol>
<b>Program Implementation</b>	Contributes to planning, evaluation, delivery and reporting. Participate in stringent data collection to facilitate accurate reporting to	<ol style="list-style-type: none"> <li>5. Maintains appropriate documentation of client attendance relating to service delivery.</li> </ol>

	<p>funding bodies, board of management and advisory groups on program performance, outcomes, activities, and quality measures.</p> <p>Supports FocusOne Health in working towards a collaborative approach with relevant agencies to ensure effective communication regarding client care and progress is shared with appropriate stakeholders in line with the Information Sharing Guidelines.</p> <p>Identifies common service needs for the client base, creates linkages and solutions with health services/ service options.</p> <p>Supports robust evaluation of FOH services to inform future community needs/service options.</p>	<ol style="list-style-type: none"> <li>6. Ensuring that service delivery complies with the appropriate policies and procedures set out in the policy and procedures manual and as per legislative requirements.</li> <li>7. Demonstrates effective communication including in line with Information Sharing Guidelines.</li> <li>8. Maintains an up-to-date knowledge of FOH services, other associated services and relevant legislative changes affecting mental health service delivery.</li> <li>9. Collates and reports service delivery data as required in a timely manner.</li> <li>10. Specific program outcomes demonstrated in reporting including client surveys and case studies provided to required output levels.</li> </ol>
<p><b>Administrative Duties</b></p>	<p>Actively undertake administrative duties pertinent to the role and those that support the organisation.</p> <p>Monitor emails, phone calls and other communications as required.</p> <p>Ability to work under pressure and prioritise workload.</p>	<ol style="list-style-type: none"> <li>1. Administrative tasks completed in a timely fashion and tasks are prioritised demonstrating effective time management.</li> <li>2. Supports other teams and staff in administrative functions to ensure quality Customer Service and Team Work is demonstrated; including support of key service functions such as reception, office arrangements and positive organisational culture maintained.</li> </ol>
<p><b>Continuous Quality Improvement</b></p>	<p>Assists with the implementation of continuous quality improvement and assurance activities within the FocusOne Health's quality assurance framework and supports the promotion of FocusOne Health Services.</p> <p>Maintain clinical governance arrangements that align with applicable standards, particularly the National Mental Health Standards 2010, and include feedback mechanisms, relevant clinical supervision, and performance monitoring and review arrangements.</p> <p>Participates in team meetings, planning activities, program and/or advisory groups and FocusOne Health-wide quality assurance activities.</p> <p>Contributes to best practice standards of program service delivery through supporting the promotion and implementation of quality management systems, evaluation, and reporting.</p> <p>Represents FocusOne Health and Head to Health at local, regional, and state meetings and conferences as required.</p> <p>Aids in the maintenance of data collection systems relevant to the evaluation of programs.</p> <p>Participates in ongoing professional development including annual performance reviews, and the development of and review of Key Performance Indicators.</p> <p>Supports equal opportunity, fairness, honesty, and respect and fosters WH&amp;S in the workplace.</p> <p>FOH programs delivered in the context of the Contracted Services Scheduled between CSAPHN and FocusOne Health and in conjunction</p>	<ol style="list-style-type: none"> <li>1. Demonstrates commitment to the objectives of the program/team and organisation and show considerable drive and effort in achieving work and organisational goals.</li> <li>2. Identify, develop, implement and/or support new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team and in line with organisational goals.</li> <li>3. Engages positively and professionally with FOH management, staff, clients, and stakeholders.</li> <li>4. Shows leadership and active participation in the Safety and Quality initiatives of the organisation including but not limited to: <ol style="list-style-type: none"> <li>a. peer review processes</li> <li>b. implementing learnings and recommendations from clinical file audits</li> <li>c. participates in clinical incident processes</li> <li>d. Participates in customer feedback initiatives</li> </ol> </li> <li>5. Leads professional development, shares learnings with colleagues</li> <li>6. Engages in accreditation and certification activities</li> <li>7. Models openness in professional conduct</li> </ol>

	with developed Program Guidelines, FocusOne Health's Policy, Procedures, Work Instructions, and Templates and Forms.	
<b>Work Health and Safety</b>	<p>Ensures quality in all activities. All activities are implemented with consideration to safe work practices; meeting WHS legislative obligations</p> <p>Demonstrates initiative in communication with team, stakeholders and clients, utilising FOH information management guidelines to record and document</p> <p>Participates in and leads internal audits, drills, and utilising service improvement request.</p> <p>Participates and maintains WHS knowledge and WHS training, including awareness of FOH WHS Risk plan, policies, and procedures.</p> <p>Contributes to the Identification and assessment of WHS risk (including identification of hazards); prioritising safety for staff and all others accessing FOH facilities/equipment/services</p>	<ol style="list-style-type: none"> <li>1. Work Health &amp; Safety issues and controls implemented.</li> <li>2. Participation in Internal audits as requested.</li> <li>3. Participation in drills as required.</li> <li>4. Utilisation of Service Improvement Request process as necessary.</li> <li>5. Hazard and Incident reports completed.</li> <li>6. 100% of incidents and hazards reported within timeframe.</li> </ol>
<b>Teamwork</b>	<p>Actively contribute to the success of FocusOne Health and its culture through effective teamwork</p> <p>Demonstrates ability to work independently and as part of a multi-disciplinary team.</p> <p>Contribute to a team culture where individual members are valued and recognised for diverse skill sets and lived experience.</p>	<ol style="list-style-type: none"> <li>1. Contributes positively and professionally to teams and programs working within.</li> <li>2. Demonstrate active participation in team planning; ensuring team initiatives are communicated across teams you work within.</li> <li>3. Model organisational values and conduct</li> <li>4. Leads operation within organisational boundaries and systems</li> </ol>





Selection Criteria			
Essential Minimum Capabilities			
Qualifications	AHPRA registration as a Registered Nurse with postgraduate qualifications in Mental Health Nursing and Accreditation with the Australian College of Mental Health Nurses; <b>or</b> AASW registration as an Accredited Mental Health Social Worker; <b>or</b> AHPRA registration as a Psychologist; <b>or</b> OTA registration as a Mental Health Endorsed Occupational Therapist		
Skills and Abilities	<ul style="list-style-type: none"> <li>Demonstrated leadership skills</li> <li>Self-motivated and dynamic with the ability to lead service delivery for a multidisciplinary team</li> <li>High level of written and oral communication skills</li> <li>Demonstrated skills in exercising initiative and judgement and in making sound timely decisions</li> <li>High level of IT literacy</li> <li>Dynamic decision making, problem solving, time management and priority setting</li> <li>Ability to lead a learning culture that fosters quality improvement</li> </ul>		
Experiences	<ul style="list-style-type: none"> <li>At least 4 years' experience in the provision mental health services with diversity of presentations</li> <li>Extensive post graduate experience in the provision of mental health assessment and services, including psychoeducation and short term focused psychological strategies / interventions to people of all ages and backgrounds experiencing mental health difficulties or distress</li> <li>Extensive experience in the provision of professional supervision and secondary consultation with a wide range of professionals</li> </ul>		
Knowledge	<ul style="list-style-type: none"> <li>Excellent understanding of legislation, policies and strategic direction for mental health services and including early intervention models for people experiencing (or at risk of) a serious mental illness</li> <li>Knowledge of mental health and indicated treatment for high prevalence disorders and literature underpinning such approaches</li> <li>knowledge of psychiatric diagnostic and classification systems</li> <li>Commitment to ethics and privacy, particularly in relation to the health and medical professions</li> <li>An understanding of population/health data collection and analysis</li> <li>Knowledge of and commitment to the principles of multiculturalism, equal opportunity, and the legislative requirements of the Work Health Safety Act</li> <li>Awareness of applicable legislation underpinning the provision of mental health service including the Mental Health Act 2009, Privacy Act 2011, and National Privacy Principles (2012)</li> </ul>		
Desirable Characteristics			
Experiences and Knowledge	<ul style="list-style-type: none"> <li>Demonstrated experience in the implementation of Clinical Governance Models</li> <li>Successful experience in change management and providing direction, leadership and supervision to a team including team development</li> <li>Experience in providing clinical mental health services in rural communities</li> <li>Experience working with GPs and other health care providers to develop mental health focussed programs</li> <li>Knowledge of regional South Australia, specifically South East and local/regional health services in these areas</li> <li>Additional experience in AOD, Disability, and/or Primary Health service delivery</li> </ul>		
Organisational Requirements			
Acknowledgement and Approval			
Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job and Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.			
<b>Acknowledged by Employee:</b>		<b>Date:</b>	Signature:
<b>Approved by CEO:</b>	Scerina Rasheed	<b>Date:</b>	Signature: