



**FocusOne**  
Health



## Position Information

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| <b>Position</b>         | <b>headspace Clinician</b>                                  |
| <b>Eligibility</b>      | <b>Open to internal and external applicants</b>             |
| <b>Working Location</b> | Berri, South Australia                                      |
| <b>Classification</b>   | PO2   |
| <b>Job Status</b>       | Various positions and FTE available                         |
| <b>Salary</b>           | \$92015- \$102510 p.a (pro rata + Super + Salary Packaging) |

## About Us

Thank you for your interest in applying for the position of headspace Clinician 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

Are you passionate about making a difference in the lives of young people? headspace Berri is growing and looking for several enthusiastic mental health clinician to join our expanding team at this exciting time. Candidates with relevant qualifications in Social Work, Occupational Therapy, Mental Health Nursing, Psychology and Counselling are encouraged to apply.

The headspace Clinician will play a key role in the provision of early intervention services for young people 12-25 experiencing, or at risk of developing, an emerging mental health condition. At headspace Berri we are inspired by and believe in the power of young people. Make a difference to young people by joining our innovative and well recognised national not-for-profit.

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 calling Amy Drogemuller, headspace Berri Clinical Services Lead, at FocusOne Health on (08) 8582 4422.

## 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 (or willingness to obtain)
- 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  |   |
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| <p><b>Position Title:</b> headspace Clinician PO2</p> <p><b>Fulltime Equivalent (FTE):</b> 0.65</p> | <p><b>Date approved:</b> 29/08/2023</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  |   |
| Lead Organisation Overview  | FocusOne Health is a locally run not for profit organisation providing a range of programs and services that aim to raise awareness and improve health outcome of the community. Working in partnership with a broad range of organisations and service providers 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.   |
| headspace Overview  | headspace is the national youth mental health foundation for 12-25 years. headspace Centres are funded through lead agencies across Australia. FocusOne Health is the lead agency for headspace Berri. headspace is funded to provide mental health, physical health, sexual health, alcohol & other drug support and vocational/educational support.   |
| Job Purpose Statement   | <p>The headspace Clinician will play a key role in the provision of high level early intervention services for young people 12-25 experiencing or at risk of developing an emerging mental health condition.</p> <p>In addition to providing therapeutic interventions , the headspace Clinician aims to coordinate and better integrate familial and medical care for a young person with mild to moderate mental health issues.</p> <p>The headspace Clinician also undertakes: biopsychosocial assessments, alcohol and drug screening, assessment and intervention, psycho-education for young people, families and referrers, assists young people in the areas of vocational and educational concerns, facilitates sexual health, physical health and psychiatric care for young people.</p> <p>The headspace Clinician develops and delivers group-based interventions, participates in community engagement activities and contributes to a team culture of practice sharing, curiosity and respect for young people.</p> |
| Reporting Relationships   | <p><b>Line Management:</b> Reports through the headspace Berri Centre Manager.</p> <p><b>Clinical Accountability:</b> Seeks leadership, advice and support for clinical matters from the headspace Clinical Services Lead.</p> <p>Is accountable to the Board of Management of the FocusOne Health Inc. (through the organisational management structure).</p>  |
| Working Relationships   | <p>Participates in and actively contributes in regular clinical supervision and in peer clinical review processes.</p> <p>Is a member of the multi-disciplinary headspace Berri team and is expected to liaise, support and assist members of the headspace team and the wider FocusOne Health team.</p>  |

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|                                | Consults and collaborates with other health care professionals, both within the organisation and the community, to ensure optimal client outcomes.   |
| Line Management Responsibility | Nil  |
| General Expectations           | <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>  |
| Immunisation                   | <p>FocusOne Health strongly encourages that employees for this position provide confirmation of their immunity status.</p> <p>The role of headspace Clinician is identified as <b>Category B</b> – Indirect contact with blood and body substances. 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.</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>  |
| Special Conditions             | <ul style="list-style-type: none"> <li>• AQF Level 7 qualification or above AND current and full registration with AHPRA, or membership with the AASW or registered with ACA or PACFA.</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 Collective 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 successful applicant will be required to attain both a National Police Clearance and a Working with Children Check</li> </ul> |

| Key Responsibilities – headspace Clinician PO1 |  |  |   |
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| Accountability                                 | Key Activities and Outcomes<br>(What is to be achieved-responsibilities and duties)  | Key Performance Indicator<br>(This is the measurement criteria for how each accountability/responsibility is achieved)   |   |
|  |  | Outcomes   | Outputs   |
| <b>1. Service Delivery</b>                     | <p><b>The headspace Clinician provides early intervention, brief intervention and therapy to young people (and their families) with mild to moderate mental health issues, specifically:</b></p> <ul style="list-style-type: none"> <li>• Delivering of 1:1 counselling, psycho-education and skills building to the young people, in-centre and at outreach locations as directed.</li> <li>• Delivering Single Session Family Consultations.</li> <li>• Families and Friends are supported to understand and be involved in the care of their young person. Delivering group based interventions (therapeutic, skills building and other)</li> <li>• Undertakes biopsychosocial assessments in line with headspace Berri clinical guidelines.</li> <li>• Comprehensive and detailed clinical formulation and collaborative care planning.</li> <li>• Provide brief AOD interventions and harm minimization strategies as part of a holistic approach to a young persons care.</li> <li>• In addition to addressing the mild to moderate mental health needs of the young person, addresses concerns regarding AOD, vocational support and physical health needs by linking the young person with internal services (DWSS, hsB sexual health nurse, YCCC team, tele-psychiatry) and external supports (GP's, employment providers, Centrelink, housing, NDIS and others).</li> <li>• Undertakes the delivery of mental health education sessions in schools and other settings as required.</li> <li>• Participates in community engagement activities, some of which may be after hours.</li> <li>• Represents headspace Berri at community events and local network meetings.</li> <li>• Maintains high level appropriate case notes, records and data as required</li> <li>• Delivery of evidenced based psychological therapies using appropriate tools, and in line with FocusOne Health's policies and procedures.</li> </ul> | <ol style="list-style-type: none"> <li>1. Professional clinical mental health services are provided to clients in accordance with program contract and supporting guiding documents (e.g. guidelines, work instructions) and headspace Berri Clinical Practice Guidelines and FOH Clinical Governance Framework.</li> <li>2. Timely assessments, case notes and closure requirements are completed (as per program work instructions)</li> <li>3. A caseload will be maintained as determined by program work instructions and in consultation with Line Manager and Clinical Services Lead</li> <li>4. Good communication flow and collaborative care is delivered.</li> <li>5. Strong adherence to organisational processes and procedures.</li> </ol> | <ol style="list-style-type: none"> <li>1. 5 booked appointments in MC diary per day</li> <li>2. Minimum of 25 service contacts recorded per week per FTE</li> <li>3. 75% of active clients have a subsequent appointment booked all times</li> <li>4. 100% Collection of prescribed outcomes measures per the Minimum Data Set via hAPI (for groups and 1:1 sessions).</li> <li>5. &gt;80% of clients are satisfied with the care provided</li> <li>6. 100% collection of demographic and cultural information for each client</li> <li>7. 100% of group programs delivered are accompanied by an approved project plan or scope, and have a written evaluation.</li> </ol> |

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|   | <ul style="list-style-type: none"> <li>• Assessment, monitoring and management of clinical risk</li> <li>• Provides support to General Practice in the form of telephone and onsite information, education and assistance.</li> <li>• Clinicians utilise supervision, review program determination, assessment and progress, and proactively facilitates client movement to other services within a stepped care approach to primary mental health services</li> <li>• Actively participates in all clinical supervision activities, evaluation processes and team meetings at headspace Berri.</li> <li>• Lead the development of a collaborative approach with relevant agencies to ensure effective management of mental health conditions within the community.</li> <li>• Ensures service provision to ATSI, CALD and LGBTQI community members is culturally safe and appropriate.</li> <li>• Plays a key role in bringing to the team and adopting best practice by keeping up to date with therapeutic interventions for severe mental health presentations in young people.</li> <li>• Maintains a high level of communication with and between stakeholders involved in the young person's care.</li> </ul> | <ol style="list-style-type: none"> <li>6. Uniqueness of the young person 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. Recovery is evaluated.</li> </ol>  | <ol style="list-style-type: none"> <li>8. Evidence of young person &amp; family involvement in care planning is contained within the client record.</li> <li>9. Evidence of clear assessment (including risk), case formulation, and supervision is contained within the client record.</li> <li>10. Any other data will be collected as required by the headspace Berri Annual Plan.</li> </ol> |
| <b>2.Continuous Quality Improvement</b> | <p><b>The headspace Clinician assists with the implementation of continuous quality improvement and assurance activities within the FocusOne Health's quality assurance framework and supports the promotion of headspace Berri's services.</b></p> <ul style="list-style-type: none"> <li>• Upholds clinical governance principles that align with all national, state and local standards, particularly the National Mental Health Standards 2010, and include feedback mechanisms, relevant clinical supervision, and performance monitoring and review arrangements.</li> <li>• Participates in team meetings, planning activities, program evaluations and FocusOne Health-wide quality assurance activities. Chair and lead team meeting discussions where appropriate</li> <li>• Contributes to best practice standards of program service delivery through supporting the promotion and implementation of quality management systems, evaluation and reporting.</li> </ul>   | <ol style="list-style-type: none"> <li>1 Demonstrate commitment to the objectives of the team and organisation and show considerable drive and effort in achieving work and organisational goals.</li> <li>2 Identify, develop and support and/or implement 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> </ol> | <ol style="list-style-type: none"> <li>1 Participate in the development of the headspace Berri Annual Plan.</li> <li>2 Contribute to continuous quality improvement initiatives, reviews and documentation and demonstrates a commitment to same.</li> <li>3. Presents clients for review at peer clinical reviews and providing input into multi-disciplinary peer review meetings</li> </ol>   |

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|                                      | <ul style="list-style-type: none"> <li>• Provides assistance in the maintenance of data collection systems relevant to the evaluation of programs.</li> <li>• Participates in ongoing professional development including annual performance reviews, and the development of and review of Key Performance Indicators.</li> <li>• Supports the principles of equal opportunity, fairness, honesty and respect and fosters WH&amp;S in the workplace.</li> <li>• Mental health interventions delivered in the context of the Contracted Services Scheduled between CSAPHN and FocusOne Health and in conjunction with hNO guidelines, headspace Berri Program Guidelines, and FocusOne Health's Policy, Procedures, Work Instructions, and Templates and Forms.</li> <li>• Supervision of other clinicians and students as requested</li> <li>• Undertakes research and development activities initiated by FocusOne Health</li> </ul> | <p>4 Actively participates in the Safety and Quality initiatives of the organisation including but not limited to:</p> <ul style="list-style-type: none"> <li>• Peer Review processes</li> <li>• Integrates learnings and recommendations from clinical file audits into clinical practice</li> <li>• Actively reports critical incidents and 'near misses' as per critical incident reporting procedures and participates in clinical incident processes</li> <li>• Participates in customer feedback initiatives, supporting clients to understand how their input is used to inform safety and quality of the organisation</li> </ul> <p>4 Actively engages in organisational mental health accreditation, understanding standards and implementing adherence to in clinical practice</p> <p>5 Demonstrates and participates in mandatory and professional evidence-informed learning; sharing with colleagues through sharing learnings and industry updates</p> <p>6 Displays 'openness' in professional conduct</p> | <p>4. Evidence of the sharing of practice wisdom and practice vulnerabilities with headspace team.</p> <p>5. Evidence of contribution to a culture of genuine curiosity, openness and learning within the headspace team.</p> |
| <p><b>Program Implementation</b></p> | <p><b>The headspace Clinician contributes to the planning, evaluation, delivery and reporting of the headspace program.</b></p> <ul style="list-style-type: none"> <li>• Participate in stringent data collection to facilitate accurate reporting to funding bodies, board of management and advisory groups on program performance, outcomes, activities and quality measures.</li> </ul>  | <p>1. Maintains accurate records of client attendance, appropriate case notes and necessary forms, relating to service delivery.</p>  | <p>1. Complete Information Sharing Guidelines online refresher on an annual basis.</p>  |

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|                              | <ul style="list-style-type: none"> <li>•Assists headspace Berri 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.</li> <li>• Supported transitions between headspace Berri and out of the service, are seamless and minimise risk while offering young people, their family and friends the support to be involved in transition planning.</li> </ul> | <ol style="list-style-type: none"> <li>2. Ensure 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>3. Demonstrates effective communication including in line with Information Sharing Guidelines.</li> <li>4. Maintains an up to date knowledge of FOH services, other associated services and relevant legislative changes affecting mental health service delivery.</li> <li>5. Collates and reports service delivery data as required in a timely manner.</li> </ol> | <ol style="list-style-type: none"> <li>2. Provide data for 6 and 12-month reports as requested.</li> <li>3. &lt;5% data errors/incomplete entries in hAPI</li> <li>4. 100% client files are up to date in Mastercare (entries within 3 days).</li> </ol> |
| <b>Administrative Duties</b> | <p><b>Actively undertake administrative duties related to the role and those that support the organisation</b></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>   |  |
| <b>Team Work</b>             | <p><b>Actively contribute to the success of FocusOne Health and its culture through effective communication, and by contributing to and facilitating teamwork in all facets</b></p> <p>Demonstrated ability to work independently as well as part of a multi-disciplinary team.</p>  | <ol style="list-style-type: none"> <li>1. Contributes positively and professionally to teams and programs working within.</li> </ol>  |  |



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|                                      | <p>Contribute to a team culture where individual members are valued and recognised for their diverse skill sets.</p> <p>Steps up when needed to support the headspace team including: back-filling for the headspace Clinical Lead, chairing the clinical review team meeting or operational meeting, attending the Partnership Coordination Group, and helping other team members manage high risk clients or complex clinical matters when the headspace Clinical Lead or Centre Manager are not available.</p>   | <ol style="list-style-type: none"> <li>2. Demonstrate active participation in team planning; ensuring team initiatives are communicated across teams you work within.</li> <li>3. Display organisational values, role models appropriate conduct and operates within organisational boundaries and systems</li> <li>4. Prepare for and participate in regular 1:1s with headspace Berri manager, utilising the time to report achievements, issues and concerns</li> </ol> |  |
| <p><b>Work Health Safety and</b></p> | <p><b>Maintaining and improving the quality in all FOH activities. All activities are implemented with consideration to safe work practices; meeting obligations under WHS legislation</b></p> <p>Contributing to quality in FOH's services and programs by demonstrating initiative, and communication with team members, stakeholders and clients, utilising FOH information management guidelines to record and document</p> <p>Deliver quality outcomes for the community and stakeholders, including participating in 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. Specific program outcomes demonstrated in reporting</li> <li>3. Participation in Internal audits as requested</li> <li>4. Participation in drills as required</li> <li>5. Utilisation of Service Improvement Request process as necessary</li> <li>6. Hazard and Incident reports completed</li> </ol>  |  |

| Essential Minimum Capabilities |   |
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| Skills and Abilities           | <ul style="list-style-type: none"> <li>• Proven ability to interact well with young people, families and health professionals across disciplines.</li> <li>• Ability to provide expert advice and work effectively with a range of stakeholders including health professionals, other organisations and the community.</li> <li>• Excellent oral and written communication and interpersonal skills.</li> <li>• Excellent computing and keyboard skills and proven experience with Microsoft Office suite.</li> <li>• Ability to prioritise tasks, set objectives, meet deadlines in a timely manner, and complete tasks to a professional standard.</li> <li>• Able to be self-motivated, enthusiastic and energetic and adapt readily to change.</li> <li>• Ability to work with limited direction and as a member of a multi-disciplinary team.</li> <li>• A growth-mindset: a commitment to ongoing evidence-informed learning and improving practice.</li> <li>• Ability to exercise initiative, make sound judgements and decisions based on current best practice and organisational policy.</li> <li>• Exercise initiative and judgement in problem solving.</li> <li>• Ability to contribute to a team culture of openness, practice sharing and curiosity.</li> <li>• Experience in the use of electronic client management systems.</li> <li>• Willingness to work with LGBTQI, ATSI and CALD young people to address their mental health issues in and holistic context.</li> <li>• Capacity to advocate, address barriers and engage flexibility with LGBTQI, ATSI and CALD young people.</li> </ul> |
| Experiences                    | <ul style="list-style-type: none"> <li>• Demonstrated experience in working with young people 12-25 in a primary health or mental health service context.</li> <li>• Demonstrated training and supervision experience in a core set of mental health skills</li> <li>• Demonstrated ability to build appropriate client therapeutic alliance to communicate ideas, information, planning and problem solving</li> <li>• Demonstrated experience in effectively working within a multi-disciplinary team</li> <li>• Demonstrated experience in the development of care plans and biopsychosocial assessment.</li> <li>• Demonstrated experience in responding with care and safety to ATSI, CALD and LGBTQI young people.</li> </ul>   |
| Knowledge                      | <ul style="list-style-type: none"> <li>• Knowledge of evidence-informed mental health treatments for mild to moderate mental illness in young people.</li> <li>• Knowledge of trauma-informed practice principles for work with young people.</li> <li>• An understanding of early intervention in mental health.</li> <li>• An understanding of the issues relating to the chronic, complex and severe mental health and primary health care for young people living in rural and remote communities, in terms of accessing treatment services and in supporting recovery.</li> <li>• Awareness of the integral role of General Practice, Psychiatry and Local Health Networks in the assessment, treatment and referral for young people.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• An understanding of ethics and confidentiality issues, particularly in relation to the health and medical professions.</li> <li>• An understanding of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the WH&amp;S Act.</li> <li>• An understanding of cultural issues in working with minority groups of people including Indigenous, LGTBIQ and CALD communities</li> </ul>  |              |            |
| Qualifications   | <ul style="list-style-type: none"> <li>• AQF Level 7 qualification or above AND current and full registration with AHPRA (for psychologists) OR membership with the AASW (for social workers) or registered with ACA or PACFA (for Counsellors).</li> </ul>   |              |            |
| <b>Desirable Characteristics</b>   |   |              |            |
| Experiences and Knowledge  | <ul style="list-style-type: none"> <li>• Experience providing a range of therapeutic interventions to young people</li> <li>• Experience in communicating with GP's, psychiatrists and other mental health professionals.</li> <li>• Experience in the implementation of primary health care programs.</li> <li>• Experience in liaising with health related agencies at a local and or state level.</li> <li>• Knowledge of local and regional health services, youth friendly services, and social networks for young people.</li> <li>• Experience in the delivery of primary mental health care programs that meet Accreditation standards.</li> <li>• Experience in running groups (therapeutic, skills building or other)</li> <li>• Experience working with GPs and other health care providers to deliver health programs.</li> <li>• An appreciation of the long-term goals of FocusOne Health.</li> </ul> |              |            |
| Personal Abilities   | <ul style="list-style-type: none"> <li>• Ability to be innovative and self-directed.</li> <li>• Skills in public speaking and/or facilitating training.</li> </ul>  |              |            |
| Qualifications   | <ul style="list-style-type: none"> <li>• For social workers, accreditation as a Mental Health Social Worker endorsed by the AASW.</li> </ul>  |              |            |
| <b>Organisational Requirements</b>   |   |              |            |
| 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: |