

POSITION DESCRIPTION

Clinical Leader - headspace Newcastle

Purpose of Role:

To undertake day to day leadership and coordination of clinical and associated services within Newcastle headspace which support the provision of high quality mental health/drug & alcohol clinical services specifically orientated to the needs of young people aged 12 – 25 years accessing the **headspace** centre.

Provide leadership, support, mentoring and supervision to staff engaged in clinical service provision within **headspace**.

Provide day to day direction and guidance on clinical service and clinical governance issues

Undertake clinical work as a senior clinician if required

Undertake duties related to service design and evaluation, and participate in supporting service/organisational change as required

Conduct staff development duties including activity planning, advising on and monitoring staff professional development

Reports to:

Service Manager – Newcastle **headspace**

Key Relationships:

Internal

- Clinical staff employed by or working within **headspace**
- Co-located staff from partner organisations
- Private practitioners working within headspace
- Administrative staff
- Community Development Officer
- Staff and Managers, Hunter Primary Care

External

- Families and carers of young people
- General Practitioners and General Practice staff
- Community, Mental Health, Drug/Alcohol Service staff of Hunter New England Local Health District
- Partner organisations associated with Newcastle headspace
- Other non-government organisations who provide mental health, social welfare and/or associated services
- Private Psychiatrists and Allied Health providers
- Relevant health faculties at University of Newcastle

Direct Reports

- Nil

Key Responsibilities:

Service Provision & Staff Support

- Provide day to day support to the headspace clinical team, overseeing the delivery of clinical services (including: participating in intake, triage, assessment, data collection, treatment, care-coordination and discharge planning)
- Foster the provision of high quality care to young people engaged with Newcastle **headspace** either individually or in groups, including their primary support group
- Managing, advertising and co-ordinating entry into group programs between headspace and partners
- Support high quality communication to GP's and other providers / clinical partners
- Identify and be part of a proactive responses to service issues and monitor service delivery to ensure headspace targets are met
- Provide clinical support, supervision, direction and peer support to staff (and students where relevant) and foster a positive leadership/mentoring culture
- Provide supervision and support to administrative staff in collecting and collating data
- Facilitate positive working relationships between **headspace** and co-located staff and private practitioners such that collaborative care across multiple providers can occur
- Involvement in various communication formats to GPs, practice staff and other providers e.g. newsletters, practice information, website and supporting headspace community development worker
- Collaborate with clinical leaders in other headspace sites and foster improved communication and collaboration across headspace services

Service Support

- Implementation of systems consistent with the Hunter Primary Care Clinical Governance framework and **headspace** standards to ensure an integrated safe model of health service delivery.
- Participate in quality activities including clinical service review, incident review, complaints management, operational planning and development processes, clinical audits and research
- Prioritise workload demands in a manner that permits timely delivery of clinical services, clinical supervision, consultation and ongoing professional development
- Managing complaints and feedback from young people/carers in a timely and effective manner
- Develop and maintain relationships with other agencies and professional networks to promote headspace services, including provision of in-service to agencies relevant to headspace
- Continue to build partnerships and referral pathways with other services external to headspace

Professional Development and Education

- Monitor professional development needs for the **headspace** clinical team and make recommendations to Service Manager
- Develop and present mental health training for **headspace** staff as required
- Be involved in the development and revision of appropriate education and information formats for young people, families/carers, GP's and community
- Maintain and develop own professional skills and knowledge through involvement in ongoing professional supervision and support
- Participate in regular activity planning with service manager

Selection Criteria

Core Qualifications, Skills and Experience

- Degree qualifications in a mental health profession: Psychology, Social Work, Occupational Therapy, or Nursing, including accreditation / clinical practice registration with the appropriate professional body.
- Relevant clinical experience working with young people and their families/carers and have specifically worked with people who are at risk
- Recognised as a clinical supervisor according to the relevant profession standards and have undertaken formal training in clinical supervision
- Demonstrated ability to develop clinical operational systems for mental health services/ programs
- Demonstrated understanding of the key issues in relation to the social determinants of health, mental health and wellbeing of young people.
- Experience in clinical governance, quality improvement and risk management frameworks
- Experience in providing education to health and other professionals.
- Highly developed written and verbal communication skills and the ability to engage with, establish and maintain effective relationships with a diverse range of people
- Skilled in the use of computers/clinical software/Microsoft programs.

Desirable Qualifications, Education and Experience

- Knowledge of Hunter region youth/health sectors
- Membership of a relevant professional association
- Experience of working with other service systems e.g. vocational providers, general practice, youth services
- Knowledge and understanding of relevant legislation, policies and strategic directions of mental health services for young people

A clear Working with Children Check and Police Criminal History check is a condition of employment.

Position accepted by:

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Signature

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Date

Position approved by: Katrina Delamothe – Mental Health Services Executive – October 2019