



**KEY RESPONSIBILITIES:**

| Position Responsibilities & Duties |  | Measurable Outcomes  |
|------------------------------------|--|--|
| Clinical Role                      | <p>Undertake initial psychological clinical assessments and interventions.</p> <p>Provide high quality therapeutic psychological interventions with families through group work and/or one to one consultations across all program areas.</p> <p>Ability to work with families from diverse backgrounds in a respectful and culturally sensitive manner, recognising different parenting practices and the need for a flexible and innovative approach to parenting support.</p> <p>Ability to work in collaboration and negotiate with key stakeholders (in particular families) to ensure mental health and other support need considerations are effectively identified and translated into individual tailored care planning and interventions to address issues or concerns.</p> <p>Deliver comprehensive psychological assessment and brief interventions limited to one consultation per client unless negotiated with Director of Clinical Services/Nursing or delegate.</p> <p>Ability to support the clinical work with families within a multidisciplinary team to build the capacity of parents to meet the child’s health, safety and developmental needs, and to build self-resilience through linkages to community and health supports to meet complex family needs and circumstances.</p> | <p>Psychological service provision is integrated into client assessment, care delivery and follow up.</p> <p>Demonstrates a sound, evidenced based knowledge of perinatal, infant and parental mental health, parent/child attachment and other early parenting psychological issues.</p> <p>Demonstrates a commitment to culturally sensitive practices and to maintaining cultural competence. Evidence of practice approaches that demonstrate innovation and flexibility to ensure sensitivity to individual cultural needs where this does not compromise child safety.</p> <p>Demonstrates ability to work in collaboration with families and other professionals to develop care and discharge plans and interventions that best meet the individual needs of families. This includes identifying where a caregivers behaviour may place a child at unacceptable risk and ensuring this is conveyed through care planning discussions with the carer and other clinical staff.</p> <p>Demonstrates ability to develop and provide individual and group psychological programs and interventions.</p> <p>Demonstrates an understanding of evidenced based knowledge of parent/child attachment and other early parenting issues that may influence the care environment and can articulate this in work with families in a manner that fosters reflection for change. This includes evidence of secondary consultation and referral to community</p> |

|                     |  |   |
|---------------------|--|---|
|                     | <p>Provide secondary consultations to Tweddle staff regarding clients' clinical issues.</p> <p>Ensuring that client rights and needs are being met.</p> <p>Collate and maintain high quality documentation. This includes obtaining input from families together with other key stakeholders, as part of Tweddle's documentation requirements and the Research and Evaluation framework.</p>     | <p>and health support services for ongoing care.</p> <p>Evidence of secondary consultations.</p> <p>Evidence of maintaining client safety, privacy and confidentiality. This includes evidence of enacting all obligations and expectations of a Child Safe Organisation.</p> <p>Evidence of high quality documentation that meets both contemporary best practice and regulatory and statutory requirements, in care planning that parenting support provision is integrated into client assessment, care delivery and follow up. This includes evidence of contributing records to evaluation processes for Tweddle programs.</p> |
| Team Support        | <p>Provide leadership, mentoring and coaching to Tweddle clinical staff in relation to adult mental health.</p> <p>Monitor the learning and skill development needs of the clinical staff and provide feedback, including reporting up to line management of any additional resources required.</p> <p>Provide leadership, secondary consultation and support to the clinical staff members.</p> | <p>Evidence of leadership, support and guidance to clinical staff regarding issues relating to adult mental health in promoting a positive learning workplace culture.</p> <p>Evidence of feedback provided to the leadership team in regards to skill strengths and gaps of staff.</p> <p>Evidence of leadership support and guidance to clinical team in promoting a positive/learning workplace culture.</p>   |
| Resource Management | <p>Monitor resources required to ensure the organisation meets expected funding requirements.</p> <p>Where required develop or assist other appropriate staff to develop resources.</p>  | <p>Management of resources in line with Tweddle policies and procedures. Including meeting agreed targets for service delivery.</p> <p>Evidence of contribution to development of appropriate resources.</p>  |
| Networking          | <p>Maintain knowledge of the range of health and community supports available to assist a family.</p> <p>Liaise and refer families to appropriate community services / agencies in consultation with families.</p>   | <p>Evidence of knowledge of relevant supports and participation in relevant networks.</p> <p>Evidence of referral pathways to community supports in care planning and of appropriate referrals to community services/agencies.</p>  |
| Supervision         | <p>Provide parenting support for families that align with clinical reflective practice approaches.</p>   | <p>Evidence of participation in reflective practice, mentoring, and individual</p>  |

|                              |  |  |
|------------------------------|--|--|
|                              | <p>Contribute to staff supervision for Tweddle staff working across all program areas.</p> <p>Provide supervision for psychology students.</p>   | <p>mandated supervision required for all Tweddle staff.</p> <p>Provision of reflective practice, mentoring, supervision and training for staff.</p> <p>Demonstrates appropriate student supervision.</p>   |
| Professional Development     | <p>Maintain professional knowledge base and attend relevant conferences, study days, formal study and/or readings.</p> <p>Participate in the annual Performance Review process.</p>  | <p>Attendance at in-service programs, conferences and study days. Evidence of maintaining up-to-date knowledge and practice, including cultural competence.</p> <p>Evidence of active participation in performance review activities with plans that demonstrate commitment to self-development. This will include evidence that there is progression on agreed actions and a proactive approach to identifying own learning needs and training opportunities.</p>   |
| Quality & Risk               | <p>Demonstrate commitment to the provision of high quality and relevant services for families to ensure quality service provision.</p> <p>Maintain a safe environment for clients, self and other staff. This includes active contribution to a systems approach to minimise clinical risk and improve the safety of care.</p> <p>Demonstrate the principles of person-centred care – respect and dignity, information sharing, participation and collaboration.</p> <p>Contribute to the development of creative, innovative and practical initiatives.</p> <p>Contribute towards the organisation’s accreditation processes.</p> | <p>Evidence from client satisfaction feedback.</p> <p>Evidence of reporting and documenting any incidents involving clients, staff or visitors on Riskman.</p> <p>Observations of consistently demonstrating compassion and support to clients and staff respecting individual culture and values.</p> <p>Evidence of identifying areas for improvement, contributing to the development of creative, innovative and practical initiatives, including involvement in a quality portfolio.</p> <p>Evidence of involvement in Tweddle quality program and initiatives, including providing of feedback on policies, procedures and current work practices.</p> |
| Occupational Health & Safety | <p>Ensure that staff and clients operate in a safe environment.</p> <p>Commitment to own self-care and to building</p>   | <p>Evidence of the provision of a safe work environment.</p> <p>Demonstrate knowledge and</p>  |

|         |  |  |
|---------|--|--|
|         | <p>resiliency.</p> <p>Maintain knowledge of Tweddle’s OHS policies and procedures.</p> <p>Utilise Riskman to capture incidences and near misses.</p> | <p>understanding of practices that promote resilience and self-care.</p> <p>Demonstrate knowledge and implementation of policies and procedures.</p> <p>Evidence of reporting all incidences and near misses on Riskman.</p> |
| General | Actively participate in relevant meetings and forums.  | Evidence of representation at relevant meetings.   |

**OTHER INFORMATION:**

Tweddle Values:

- Collaboration
- Accountability
- Respect
- Engagement

All staff are expected to perform their role and responsibilities in accordance with the Tweddle values.

Tweddle is a Child Safe Organisation. The responsibility for children’s safety and protection is embedded within the organisation culture including organisational policies and practices. Tweddle ensures that all staff members fulfil their legal obligations to respond and report any suspected incidence of child abuse.

Occupational Health and Safety Responsibilities:

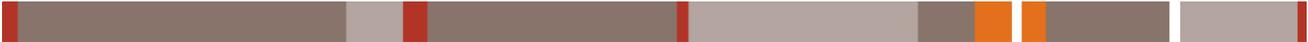
- Tweddle is committed to providing, insofar as is practicable, a safe and healthy workplace for our employees, contractors, members and visitors.
- Employees have a duty to take care, as far as they are able, of their own health and safety and that of other employees, members and visitors; must comply with safety procedures and directions, and; must report potential and actual hazards to their supervisor and their OHS representative

**Our commitment to Tweddle staff**

- Tweddle is committed to equal opportunity in the workplace for all employees, irrespective of race, colour, gender, religion or marital status. Staff are selected and promoted on merit
- Tweddle is committed to providing a safe and smoke free workplace

Other Factors Relating to the Role

- This position will require work across all clinical programs.
- The position agrees to work within and contribute to the Tweddle Practice Framework, policies, procedures, and guidelines.
- The services close down for the period of Christmas/New Year and Easter and it is a requirement that all relevant



staff take annual leave at this time.

- A current National Police Records Check is required and is required to be updated every year.
- A Working With Children’s Check is required.
- Evidence of current Immunisation status is required.
- The Victorian Public Sector Code of Conduct applies to all staff.

**Acceptance of appointed position:**

I have read the Position Description: Psychologist and agree to fulfill the requirements of the role to the best of my ability:

Candidate’s name: \_\_\_\_\_

Candidate’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Clinical Services/Nursing: Ms Kirsty Evans

Managers Signature: \_\_\_\_\_ Date: \_\_\_\_\_