



CLINICAL COUNSELLOR

JOB DESCRIPTION

**Riverland Division
of General Practice Inc.**

Position Title: Clinical Counsellor
Classification: RN-2 / PO-2
Location: Riverland Division of General Practice Inc.
3 Vaughan Court, Vaughan Terrace, BERRI SA 5343

RIVERLAND DIVISION OF GENERAL PRACTICE FOCUS

Riverland Division of General Practice has a focus on:

- Supporting the role and professional development of General Practice.
- Implementing national, state and non-government funded programs at a Divisional level.
- Pursuing opportunities and accessing resources that support the implementation of primary health care initiatives that address the health needs of the community.
- Working within the practice and community settings to support and promote program activities.

SUMMARY OF THE BROAD PURPOSE OF THE POSITION

The Clinical Counsellor is required to coordinate and/or participate in the planning, implementation and evaluation of a broad spectrum of Division's Mental Health Programs and initiatives within its nominated geographical and funding boundaries.

The Clinical Counsellor is required to work across a broad spectrum of clinical programs in consultation with the Clinical Service Leader, Program Managers and GP Program Advisors to achieve timely services that meet the needs of the designated program(s).

The position plays a crucial role in providing intake assessment, screening, engagement and provision of support to people in the Riverland, including both individual counselling and group based approaches. The Clinical Counsellor contributes to the application and implementation of a range of pertinent policies, and establishes operational activities and procedures.

The position plans and coordinates designated programs, develops the role, and contributes to the implementation of continuous quality improvement activities that foster the professional development of GPs and their practices.

REPORTING / WORKING RELATIONSHIPS

- Reports to the Program and Services Manager and the Clinical Services Leader regarding program implementation and performance and to the Chief Executive Officer.
- The Clinical Counsellor works closely with GP Program Advisors and is accountable to the Board of Management of the Riverland Division of General Practice Inc.
- Actively liaises with RDGP membership in the Riverland region and other relevant stakeholders.

SPECIAL CONDITIONS

- Some out of hours work will be required and incumbent must be willing to work out of hours.
- Travel throughout the Riverland, with occasional intra-state trips (to Adelaide) and inter-state travel will be required.
- A current South Australian Driver's Licence is essential, and use of personal motor vehicle will be required, for which there will be mileage remuneration in line with Collective Agreement and RDGP policy.
- Required to observe all aims, corporate values, policies and protocols of the Division including maintaining appropriate confidentiality, abiding by and agreeing to the Code of Conduct and Customer Service agreements.

Child Protection

- In accordance with the South Australian Children's Protection Act 1993, the successful applicant will be required to attain a National Police Certificate prior to employment

KEY RESPONSIBILITIES AND DUTIES

[To be read in conjunction with the Role and Responsibility Statements and project or program guidelines for areas assigned to this position]

Program Implementation

The Clinical Counsellor assists in the implementation of programs within budgetary and program guidelines to support the role and professional development of General Practice.

- Provides assurance that all programs implemented by the Division are integrated and articulated appropriately to General Practice and the Riverland community.
- Facilitates, promotes and encourages the involvement of General Practice in Divisional programs.
- Ensures best practice and up-to-date communication occurs with and between stakeholders.
- Participates 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.
- Contributes to and promotes professional education of General Practice and Allied Health Providers.
- Assists in working towards a collaborative approach with relevant agencies to ensure effective management of health related conditions within the community.
- Contributes to the Division meeting the funding contract requirements of all designated programs.
- Supports the development of grant funding submissions that enable successful program implementation.

Service Provision

The Clinical Counsellor contributes to the planning, implementation, evaluation, delivery and reporting of a broad spectrum of health programs.

- Facilitates and/or assists in the development and delivery of individual and report based skills training activities which assist people to better manage their health.
- Supports referral and liaison with relevant service providers (eg psychiatric, psychological, medical, welfare and educational).
- Maintains appropriate case notes, records and data as required.
- Provides specialist support to General Practice in the form of telephone and onsite information, education and assistance.
- Participate in case review meetings at each site to ensure appropriate intervention strategies and holistic case management practices are implemented.
- Actively participates in all clinical supervision activities, evaluation processes and team

meetings at RDGP (if appropriately qualified).

- Provides timely and accurate services to enable assigned national, state and non-government funded health programs to be implemented, integrated and articulated appropriately to General Practice and the Riverland community.
- Develop a collaborative approach with relevant agencies to ensure effective management of mental health conditions within the community.
- Ensures service provision to ATSI and CALD community members is culturally appropriate.
- Participates in community education and promotional strategies.

Quality Assurance and promotion of RDGP services

The Clinical Counsellor contributes to continuous quality improvement and assurance initiatives within the Division's quality assurance framework and supports the promotion of Riverland Division of General Practice Services.

- Participates in team meetings, planning activities, program and/or advisory groups and Riverland Division of General Practice-wide quality assurance activities.
- Contributes to best practice standards of mental health service delivery through supporting the promotion, development and implementation of quality management systems, evaluation and reporting.
- Represents RDGP at local, regional, and state and national meetings and conferences as required.
- Researches and collates information in relation to the mental health needs of the community to inform mental health program and service delivery planning.
- Contribute to the development and maintenance of data collection systems relevant to the evaluation of programs.
- Participates in ongoing professional development including annual performance reviews and performing professional and peer supervision as required (if suitably qualified).
- Ensures the principles of equal opportunity, fairness, honesty and respect and fosters occupational health, safety and welfare in the workplace.

SELECTION CRITERIA

ESSENTIAL MINIMAL REQUIREMENTS

Qualifications:

- To be employed as an RN-2, a Registered Nurse must hold a current practicing certificate from SA Nurses Board.
- To be employed as a PO-2 the incumbent must hold an appropriate qualification from a recognised tertiary institution giving eligibility for membership with the relevant professional association where appropriate (e.g. social work, psychology, occupational therapy, nursing, youth work, mental health or similar allied health fields).

Experience:

- Experience in the provision of health assessment programs and services, including psycho-education and short term focused psychological strategies / interventions to people of all ages and backgrounds.
- Successful experience in planning, coordination, implementation and evaluation of programs to meet budgetary constraints and compilation of reports.
- Demonstrated experience in working within a multi-disciplinary team.
- Experience in providing advice and contributing to the development of, and implementation of policies, procedures and protocols.

Knowledge:

- Knowledge of the common mental health issues for people and the indicated treatment for high prevalence health conditions and literature underpinning such approaches.
- Knowledge of the role of General Practice in health care.
- An understanding of and commitment to ethics and confidentiality issues, particularly in relation to the health and medical professions.
- An understanding of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the Occupational Health, Safety and Welfare Act.

Skills / Abilities:

- Excellent oral and written communication and interpersonal skills.
- Ability to work with limited direction and as a member of a multi-disciplinary team.
- Ability to prioritise tasks, set objectives/outcomes and meet deadlines in a timely manner.
- Ability to exercise initiative, make sound judgements and decisions based on research and knowledge and problem solving effectively.
- Able to be enthusiastic and energetic and adapt readily to change.
- Possess analytical skills to research, and exercising initiative and judgement in problem solving.
- Ability to provide expert advice and work effectively with a range of stakeholders including members, sponsors/funding bodies, health professionals, other Divisions and the community.
- Proven computer literacy particularly in the effective use of Microsoft Office and related programs.

Other requirements:

- A current drivers licence, own vehicle and insurance/registration.

DESIRABLE CHARACTERISTICS

Experience and Knowledge

- Experience in the delivery of primary mental health care programs that meet Accreditation standards.
- Experience in health promotion activities.
- Experience networking with health related agencies at local, state and national levels.
- Well developed knowledge and understanding of relevant legislation, policies and strategic direction of health services and literature on early intervention models for people experiencing (or at risk of) a serious mental illness.
- Knowledge of Riverland local and regional health services.
- An appreciation of the long term goals of RDGP.

Personal Abilities

- Skills in public speaking and/or facilitating training.
- Demonstrated ability to interact well with GP's and other health professionals.

Qualifications

- Relevant additional tertiary qualifications or clinical training in Health or related sectors.

The duties and responsibilities for this position should not be considered as limited to the above activities. This Job Description should be read in conjunction with the relevant Role and Responsibility Statement(s) for areas assigned to the position. Duties may be added, deleted or modified, in consultation with the incumbent, as necessary. Job Descriptions, Role and Responsibility Statements and staff performance will be reviewed regularly.

Approved by: /...../.....
Chief Executive Officer *Date*

Name of Occupant:

Acknowledged and signed by Occupant: /...../.....
Date