

Position Description

PSYCHOLOGIST

Reports to	Clinic Manager
Award	Health Professionals & Support Services award (or Contractor)
Award Classification	Level 4
Position Type	Employee full or part-time (or Contractor)
Practice Hours	M-F 9-5pm (Saturdays or after hours likely in the future)
Regular Hours	Negotiable

ABOUT GUIDESTAR

Guidestar focuses on providing support and professional services to individuals across the lifespan with multiple and complex needs.

Key Program Areas:

- Services for Individuals and Families
 - NDIS services
 - Therapy
 - Positive Behaviour Support
 - Support & Specialist Support Coordination
 - Psychology/Counselling Clinic Medicare
- Training for service providers
- Professional Development/Supervision/Reflective Practice/Mentoring
- Organisational Development

Our work is informed by human rights-based principles including participation, accountability, non-discrimination, empowerment and the practice of human rights standards. We require all employees to perform in a way that is in line with these principles and our organisational values. We celebrate difference and welcome people of all cultural backgrounds, faiths, genders, sexualities and abilities.

Guidestar is committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

Guidestar is also committed to managing corporate social responsibility as an employer, prospective employer and professional service provider to its clients. In alignment with our Corporate Governance Policy, we will ensure that all matters of corporate social responsibility are considered and supported in our operations and administrative matters and are consistent with our stakeholders' expectations.



Guidestar is a Certified B-Corporation

Certified B Corporations are a new kind of business that balance purpose and profit.

Certified B Corporations are businesses that meet the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose. B Corps are accelerating a global culture shift to redefine success in business and build a more inclusive and sustainable economy.



Certified B Corporations achieve a minimum verified score on the B Impact Assessment—a rigorous assessment of a company’s impact on its workers, customers, community, and environment—and make their B Impact Report transparent on bcorporation.net. Certified B Corporations also amend their legal governing documents to require their board of directors to balance profit and purpose.

ABOUT THE POSITION

The psychologist is responsible for independently providing a high-standard of evidence-based psychological counselling and treatment to children, adolescent and adult clients with a range of mental health presentations and funding inc. WorkCover, NDIS, Medicare, Fee Paying and EAP. As well as having highly developed clinical and assessment skills, the psychologist may have a specific specialty of clinical focus. The psychologist role has responsibilities in addition to clinical activities, such as resource and service development, administrative tasks and delivering professional learning.

This role may over time be modified and amended to ensure it is meeting business needs.

ORGANISATIONAL ENVIRONMENT

Our Purpose

To provide quality, sustainable, and responsive services that uphold human rights, create opportunities, promote health, and empower people to make their own choices.

We do this through:

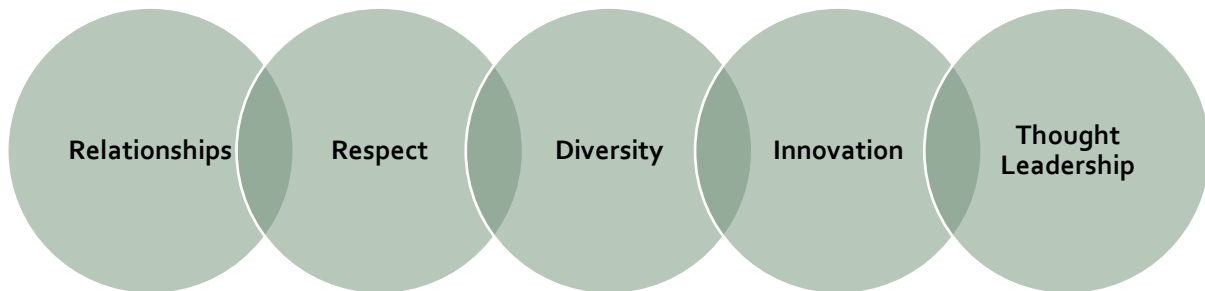
- Striving to be the change that we seek;
- Supporting people to work with vulnerability, complexity, and trauma;
- Working alongside individuals, families, and carers;
- Partnering with organisations to achieve best possible outcomes that benefit their customers;
- Demonstrating best possible practice in relation to service planning, psychological and therapeutic service delivery, and behaviour intervention; and
- Addressing and overcoming barriers to community inclusion for children, young people and people with disabilities and / or mental health support needs.

Our Vision

Our vision is for a society where everyone can realise their potential, achieve optimal wellbeing and live a meaningful and engaged life.



Our Values



RESPONSIBILITIES & DUTIES

Clinical	<ul style="list-style-type: none"> ▪ Application of evidence-based Psychological & Behavioural Services to individuals across the lifespan including: children; adolescents; adults; and individuals in late adulthood ▪ Assessment, Intervention and Prevention including application of evidence-based theory and evaluation of efficacy of psychological treatments or programs guided by professional ethics and standards of practice e.g. cognitive behavioural, psychodynamic, behavioural, family systems, narrative, and solution focused approaches ▪ Performing assessments including assessments of mental health, functional behavioural analysis, risk assessments and psychometric testing ▪ Develop tailored treatment plans for referred clients using prior knowledge and research skills ▪ Collate handouts for referred clients for homework and therapeutic aids ▪ Refer clients to other treating professionals, institutions, or support services if required ▪ Observe the professional integrity of the counselling relationship at all times and maintain appropriate electronic records and case notes on clients, whether individual or groups ▪ Have the highest regard for, understand, and communicate to others the limitations of privacy and confidentiality ▪ Identify issues relevant to delivery of intervention, including ethical, legal, professional, cultural, family factors and service constraints and adapting the therapeutic approach accordingly ▪ Comply with subpoena or court appearance request on behalf of referred clients. ▪ Attend case conferences for referred clients to assist in service provision.
Maintain high service quality & continuing	<ul style="list-style-type: none"> ▪ Evaluate your work and seek feedback from those who you provide a service to. Adapt and update your work to incorporate outcomes and feedback ▪ Respond to complaints in accordance with Guidestar policy



<p>professional development</p>	<ul style="list-style-type: none"> ▪ Collaborate and co-work with your colleagues and seek constructive feedback. ▪ Develop a Continuing Professional Development Plan to plan and monitor professional development. ▪ Reflect on the evidence-base of your practice, challenges and successes in your work via group, peer and 1:1 supervision. ▪ Access professional development and training outside of Guidestar as appropriate. ▪ Monitor and audit key service aims and outcomes regularly
<p>Contribute to the Vision, Purpose and Ethos of Guidestar</p>	<ul style="list-style-type: none"> ▪ Act in accordance with the Ethos of the organisation at all times ▪ Maintain a high standard of professional conduct when dealing with internal and external stakeholders ▪ Contribute to the achievement of the strategic direction and goals of the organisation
<p>Workplace Health Safety</p>	<ul style="list-style-type: none"> ▪ Adopt a risk management approach to problem solving to assist in identifying issues which may have ramifications for the client, family or wider community ▪ Participate in all workplace health safety policies and procedures as required

KEY SELECTION CRITERIA

<p>Experience & Knowledge</p>	<ul style="list-style-type: none"> ▪ Knowledge of evidence based interventions, research, legal and ethical requirements, clinical skills, and referral sources. ▪ Strong interpersonal skills, well organised, high level of verbal and written communication skills, well defined research and analytical skills. Strong problem solving skills, clinical skills based on experience, IT and social networking skills. ▪ Ability to: <ul style="list-style-type: none"> ▪ effectively communicate with people at all levels of the business, ▪ deal with sensitive and confidential information, ▪ work collaboratively with a wide range of stakeholders, ▪ listen and reflect on constructive feedback, ▪ be open to new ideas, ▪ critically analyse information, ▪ apply learned knowledge, ▪ remain calm under pressure, ▪ act in a professional manner. ▪ Understanding of individual clients' cultural and diversity requirements including Aboriginal & Torres Strait Islander people (ABTSI); Cultural and Linguistically Diverse (CALD) clients; and Gay Lesbian Bisexual Transgender Intersex (GLBTI+) clients. ▪ Experience using Microsoft Suite (Word, Excel and PowerPoint). Experience using electronic filing and practice management software (e.g. Power Diary).
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	<ul style="list-style-type: none">▪ Experience working with or a willingness to provide therapy to a range of client presentations.▪ Must be flexible and able to take managerial direction as required.▪ Willingness to engage in a team-based environment. <p>Candidates who do not meet this criteria but can demonstrate similar appropriate experience and values may be considered.</p>
Qualifications	<ul style="list-style-type: none">▪ Relevant tertiary qualifications.▪ Registered Psychologist with demonstrated experience in clinical practice.▪ Current and full registration with AHPRA.▪ Registration as a Medicare Provider or eligibility▪ Membership of APS, AAPI or ACA
Relevant Checks	<ul style="list-style-type: none">▪ Consent to undertake employee checks processes.▪ Current registration with Australian Health Practitioner Regulation Agency▪ Working with Children Check.▪ Current Police Check▪ NDIS Worker Screening Check (if relevant)▪ Right to Work in Australia.

Anticipated Hours

Hours are negotiable for the right person. Preferred Full-Time employee of 38 hours per week.

Clinic operating hours are Monday to Friday, 0900 to 1700.

Saturday and traditional 'after hours' shifts are by negotiation.

Confidentiality

- Any information obtained during employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Please refer to Guidestar Conditions of Employment and Guidestar policies governing the areas of confidentiality and disclosure of information, particularly the Privacy Policy.

Occupational Health and Safety

Related legislation: OHS Act (2004) and associated Regulations and Australian Standards

- Guidestar recognises its moral and legal responsibility to provide a safe and healthy work environment. Guidestar will maintain, as far as practicable, a working environment that is safe and minimises risk to the health and wellbeing of all staff, clients, contractors and visitors. Staff will at all times conduct themselves in a safe and responsible manner, with due regard to minimising potential risks within the workplace.
- Guidestar encourages staff to take a constructive role in promoting improvements in occupational health and safety, and to assist Guidestar in achieving a healthy and minimal risk work environment. It is a condition of employment that staff comply with all health and safety



related policy and procedures and take part in activities designed to improve the health and safety of the workplace.

Training and Development

- All staff will be required to participate in the annual performance development review process which will be conducted by their designated Manager.
- Staff will be expected to take part in any training or courses relevant to their area of work as may be deemed appropriate.

Other Relevant Information and Conditions

- Guidestar is an EEO Employer
- Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply
- Guidestar is a totally smoke free workplace
- It is a condition of employment that all staff take part in Guidestar's Quality Improvement Process, and that they take part in and assist in any evaluations of the whole or any part of Guidestar or its programs or projects as required.
- The position is subject to the terms set out in the Guidestar Human Resources Policy, Staff Code of Ethics, and any future addition or variations to them. Tenure of the position is conditional upon ongoing observance of the Guidestar Staff Code of Ethics.