



Koorana Child and Family Services - Position Description

Position Title:	Clinical Psychologist
Reporting Relationship:	Team Leader
Direct Reports:	None

1. Position Purpose

Koorana is committed to delivering quality early childhood education, intervention and family support services that acknowledge and respect all individuals. Koorana's allied health services encompass individual therapy as well as therapy integrated into early childhood education and intervention programs.

The Clinical Psychologist is responsible for ensuring the provision of psychology and support services to families who have a child with additional needs enrolled in one of Koorana's services. Key responsibilities of the Clinical Psychologist are

- providing psychology services to address specific needs of children enrolled in a Koorana service
- providing supportive counselling to families of children with disability
- collaborative planning, implementation and evaluation of allied health services
- participating in trans-disciplinary practice within the team and consultation with other relevant agencies
- referring to other professionals or agencies as appropriate
- maintaining a high degree of professional awareness in regard to current best practice and research in the field, and ensuring the application of these principles at all times
- maintaining a clinical caseload
- completing and complying with all relevant billing, reporting and record keeping associated with clients accessing the services of the Clinical Psychologist under the Medicare or ATAPS system.

2. Organisational context of the position

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Management is responsible for governance and is legally responsible for Koorana's outputs. The Chief Executive Officer (CEO) is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions. The CEO, General Manager Service Delivery and General Manager Business Services form the Executive Management Team.

The General Manager Service Delivery supports the CEO by leading all of Koorana's service delivery, supported by a

- Childrens' Services Manager, responsible for managing services primarily focused on *directly educating and supporting children*
- Family Services Manager, responsible for managing services primarily focused on *supporting and resourcing families*.

Koorana values self determination, access and equity, mutual respect, collaboration, and ethics & integrity. Our practice is driven by family centred principles, evidence based best practice, fostering natural community inclusion, quality management, and the key worker model.

Koorana is committed to delivering family-centred services that respect, support and enhance the vital role the family plays in their child's life and development, and recognise the ways in which a child's disability, developmental delay or challenging behaviour can impact on all family members. Koorana's programs are designed to ensure that families are well informed, have choices, and are supported in their decisions.

3. Position Responsibilities

3.1 Deliver a quality program

- Deliver a range of clinical psychology services to individual children, implementing family-centred therapeutic and behaviour management programs and applying current best practice and Koorana's philosophy, policies, procedures and practices
- Assess cognitive, learning and emotional needs by observing and consulting with teams to advise on best approaches to support learning and development
- Conduct formal assessments and produce reports that conform to assessment tool standards where required
- Provide supportive counselling to families of children with a disability
- Attend multidisciplinary case-conferences to support Koorana's trans-disciplinary model
- Design and develop workshops and groups for parents, teachers and others involved with children's education, and projects and groups involving children and young people
- Work within Koorana's Code of Conduct, treating families and children with dignity and respect to culture and beliefs
- Ensure adherence to legislative requirements in regard to Child Protection, Work Health and Safety and Disability Standards.

3.2 Effective administration

- Timely completion of all required documentation, reporting, and record keeping tasks
- Keep an up to date record of each child's individual program including long term goals, specific objectives, progress notes and evaluations
- Document all assessments and reviews
- Ensure documentation is appropriately filed and parents/carers receive copies in line with organisational procedure
- Adhere to Medicare reporting requirements where clients access Psychology Services under the Medicare or Access to Allied Psychological Services (ATAPS) systems
- Attend to any other administrative duties as may be required.

3.2 Professional responsibilities, advocacy and representation

- Adherence to operational guidelines for service delivery as outlined in the organisation's policy and procedure documents
- Promote the services of Koorana through a range of communication strategies
- Represent or attend relevant external meetings, including interagency networks, and community forums where appropriate
- Participate and/or present on behalf of Koorana at conferences, workshops etc. as required
- Initiate contact and regularly liaise with other relevant professionals and organisations in a collaborative and consultative manner
- Take responsibility for direct student supervision or alternatively, participate in the student supervision process as required
- Contribute to and/or participate in relevant research conducted either by Koorana or an approved outside party when required
- Employ current best practice and research based principles into work performance.

4. Key Selection Criteria

Qualifications

- A Masters Degree in Clinical Psychology or higher
- Registration with the Psychology Board of Australia with an endorsement in clinical psychology
- Eligibility for a Medicare provider number.

Experience & Skills

- A sound knowledge of paediatric psychology
- Demonstrated experience working with a paediatric caseload (assessment and intervention)
- Demonstrated experience in delivering therapeutic programs within natural learning environments e.g. centre, home or community based setting
- Demonstrated experience working within a family-centred practice model
- Demonstrated experience working within a team environment implementing trans-disciplinary practice
- Demonstrated experience in conducting a range of formal paediatric assessments and effective communication of assessment outcomes including, but not limited to, assessments of cognitive function
- Demonstrated ability to take initiative, prioritise, plan ahead, anticipate risks and problem solve
- Demonstrated ability to work in a culturally diverse community
- Proficiency with Microsoft Office computer applications.

Personal attributes

- Respect for the philosophy and values held by Koorana
- Exceptionally well organised
- Current Driver's License
- Access to a comprehensively insured vehicle.

5. Personal and Professional Development

- Maintain registration with Australian Health Practitioners Regulation Agency (AHPRA)
- Maintain eligibility for full membership of the Australian Clinical Psychology Association (ACPA)
- Maintain Continuous Professional Development training requirements as per ACPA full membership guidelines
- Meet requirements to provide services under ATAPS
- Attend internal/external training as appropriate
- Participate in a performance development & review process
- Participate in at least one unpaid, out of hour's community activity in each calendar year (e.g. AGM, local festivities etc.)

6. Confidentiality

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.