



**GP down south**

Local health. Our business.

**HR-FRM-208  
APPLICATION PACKAGE TEMPLATE**

**APPLICATION PACKAGE**

**MENTAL HEALTH CLINICIAN  
COMMUNITY SERVICES**

**APRIL 2018**

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## **ABOUT GP down south**

GP down south is a not for profit, community organisation providing health and well being services throughout the Peel and South West regions of Western Australia. We have offices in Mandurah, Harvey, Eaton, Busselton, Manjimup and Collie.

More information about GP down south can be found on our website  
**[www.gpdownsouth.com.au](http://www.gpdownsouth.com.au)**

## **APPLYING FOR THE POSITION**

Thank you for your interest in applying for this position. The following information is to help you to prepare your application.

### **Eligibility**

To be considered for the position, you need to show that you meet all the essential criteria. Before preparing your application, check the essential criteria described in the application package to make sure you are eligible to apply. If you have any questions about the criteria, give us a call.

### **Preparing Your Application**

Once you are sure you have met all the essential selection criteria your next step is to prepare your application.

#### **1. Covering Letter**

Your covering letter should include details of the position you are applying for, together with any relevant information on your availability for an interview and advice regarding how we may contact you during office hours.

#### **2. Resume/Curriculum Vitae**

- Brief personal details – Name, Address, Phone Number etc.
- Provide a brief outline of your relevant work history beginning with your most recent position. Include starting and finishing dates, your position, and the types of tasks that were required in each job.
- Your education and training achievements. Include any that you are presently undertaking.

#### **3. Addressing the Selection Criteria**

When preparing your responses to the selection criteria we want you to demonstrate how your skills, training and experience show that you meet all the essential selection criteria. This should be limited to **three** A4 pages, no more.

#### **4. Referees**

- We want you to provide two referees who will comment on your previous experience, skills and knowledge in support of your application.

- Provide the names of your referees, their relationship to you (i.e. Manager, previous work colleague), work addresses and business hours phone number.
- Please let us know if you do not initially wish us to contact your current work place.

## **5. General Information**

- Typed applications are preferred.
- Include only information that is relevant to the position you are applying for.
- Please do not use cardboard or plastic covers if mailing your application as your application may need to be photocopied.
- Emailed applications are encouraged.

## **6. Lodging your application**

- Applications must arrive by post, hand delivery or email by 4.30pm on Friday 4 May 2018.

## **7. Privacy**

Applications will be kept securely in accordance with our Privacy Policy. Applications from unsuccessful candidates will be kept for a period of 3 months after which time the information will be deleted in relation to electronic files and shredded for paper copies.

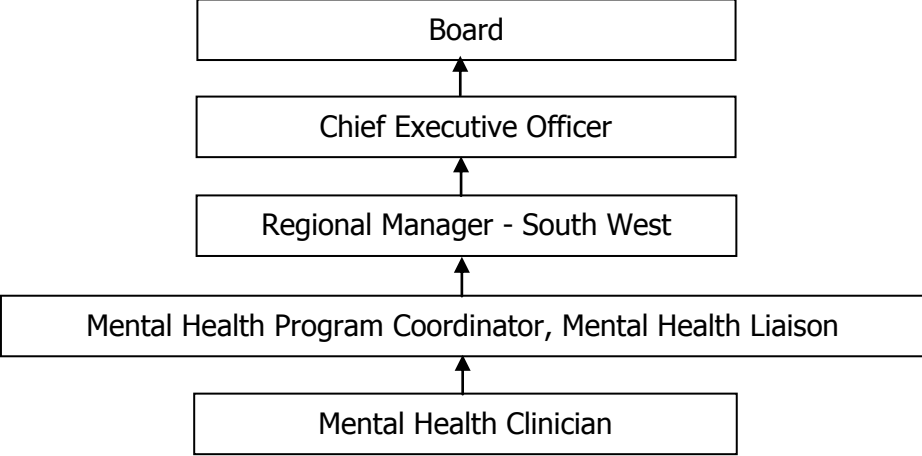
Address your application to:

Attention: Sharron Kamp  
HR Officer  
"Private and Confidential"  
GP down south  
PO Box 3156  
Mandurah East WA 6210

Email: [sharronk@gpdownsouth.com.au](mailto:sharronk@gpdownsouth.com.au)

For further information please call Jackie Bowser on 08 9754 3662

**POSITION DESCRIPTION**

<b>Position Title</b>	Mental Health Clinician
<b>Reporting Structure</b>	 <pre> graph BT     Board[Board] --&gt; CEO[Chief Executive Officer]     CEO --&gt; RM[Regional Manager - South West]     RM --&gt; MHL[Mental Health Program Coordinator, Mental Health Liaison]     MHL --&gt; MHC[Mental Health Clinician]             </pre>
<b>Location</b>	Busselton with outreach to Manjimup and Eaton
<b>Position Type</b>	<input checked="" type="checkbox"/> Part time
<b>Position Term</b>	<input checked="" type="checkbox"/> Fixed term contract Contract period: Commencement Date: Immediate Expiry Date: 30 June 2019
<b>Salary Range</b>	A salary of between \$78,000 to \$83,850 per annum <b>(for full time equivalent)</b> is offered dependent upon previous experience and qualifications, plus salary packaging options and statutory rate of superannuation.
<b>Hours per fortnight</b>	<b>60 hours</b>
<b>FTE for this position</b>	0.80FTE

<p><b>Pre-requisites for this position (where applicable)</b></p>	<ul style="list-style-type: none"> <li>• Current Western Australian Drivers Licence</li> <li>• National Police Clearance</li> <li>• Working With Children Check WA</li> <li>• One of the following mental health qualifications:             <ul style="list-style-type: none"> <li>• Mental Health Social Worker</li> <li>• Mental Health Occupational Therapist</li> <li>• Provisionally Registered Psychologist</li> <li>• Mental Health Nurse</li> </ul> </li> </ul>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Provision of a responsive central triage of referrals to ensure timely assessment of clients.</li> <li>• Clinical bio-psychosocial assessment of clients via telehealth to ensure coordinated and integrated service provision for clients.</li> <li>• Liaise with and advocate on clients' behalf with external organisations as appropriate</li> <li>• Provide short term client focused advocacy and support to clients.</li> <li>• Provide advice to clients on other services</li> <li>• Manage case-loads and provide a range of brief focussed evidenced based psychological interventions via telehealth and face to face across the South West of WA with some outreach work required.</li> <li>• Maintain and store confidential client records as per National Mental Health Standards 2010 and the Organisation's policy.</li> <li>• Work collaboratively with other internal and external clinicians and the GP down south mental health team.</li> <li>• Liaise with stakeholders and develop strong collaborative relationships</li> <li>• Other administration duties as required including working towards accreditation to the National Mental Health Standards 2010</li> <li>• Participate in Clinical Governance activities and work within the Organisation's Clinical Governance framework.</li> </ul>
<p><b>Additional Responsibilities (as appropriate)</b></p>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Participate proactively in GP down south's strategic and annual planning processes</li> <li>• Participate in relevant data gathering processes as required for long term planning</li> </ul> <p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Provide all service delivery in accordance with relevant program guidelines, plans and contractual / statutory requirements</li> <li>• Maintain service delivery records to allow for appropriate knowledge management and information sharing within the organisation</li> <li>• Deliver services and contribute to GP down south programs and activities in a timely and efficient manner</li> </ul> <p><b>Reporting / Evaluation</b></p> <ul style="list-style-type: none"> <li>• Comply with all relevant reporting requirements</li> <li>• Maintain up to date records, in accordance with portfolios / key responsibilities.</li> <li>• Contribute to data collection and program / activity review processes</li> </ul> <p><b>Team Work and Communication</b></p> <ul style="list-style-type: none"> <li>• Work as part of a team in a constructive and harmonious manner</li> <li>• Attend staff meetings, planning days and other meetings as requested</li> </ul>



	<ul style="list-style-type: none"> <li>• Contribute skills and knowledge to the organisation as appropriate</li> <li>• Represent GP down south professionally, through appropriate networks, and to other organisations and the community</li> </ul> <p><b>Mental Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care of your own mental health and wellbeing, including physical health</li> <li>• Take reasonable care that your actions do not adversely affect the mental health and safety of others in the workplace</li> <li>• Educating yourself about mental health</li> <li>• Supporting initiatives aimed at improving mental health in the workplace</li> </ul> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>• Comply with the Quality Management System.</li> <li>• Actively participate in continuous improvement.</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Comply with all contractual, statutory and organisational obligations, deliverables and / or performance indicators as relevant to your portfolios / key responsibilities.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Undertake any other duties as reasonably directed by your Manager or CEO</li> </ul>
<b>Superannuation</b>	Prevailing statutory rate on top of salary.
<b>Salary Packaging</b>	GP down south is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax (FBT) exempt salary packaging is available to GP down south staff to a maximum of the threshold cap for the current FBT year.
<b>Employment Framework</b>	GP Down South Ltd Enterprise Agreement 2015.

## **SELECTION CRITERIA**

### **Essential**

1. Qualified and experienced Mental Health Social Worker, Mental Health Occupational Therapist, Mental Health Nurse or Psychologist and a registered member of a professional organisation.
2. Demonstrated experience in clinical assessment of individuals presenting with mental health and comorbid conditions.
3. Experience providing evidence based mental health interventions.
4. Experience advocating on behalf of clients and facilitating referrals to appropriate services.
5. Highly developed interpersonal, written and verbal communication skills.
6. Demonstrated ability to work effectively as part of a multidisciplinary team and organisation.
7. Demonstrated organisational skills and time management practices.
8. Sound computer literacy and skills with a particular focus on online data entry.
9. Current driver's licence, with good driving record.

### **Desirable**

1. Experience in Mastercare EMR (Electronic Medical Records)

### **Pre-requisites**

As part of the condition of employment you are required to hold (or be willing to obtain) the following:

1. A current Western Australian Drivers Licence.
2. A National Police Clearance