



APPLICATION PACKAGE

MENTAL HEALTH CLINICIAN

January 2018

CONTENTS

	Page No
1. About GP down south	3
2. Applying for the Position	3
3. Position Description	5
4. Selection Criteria	7

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

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 18 January 2019.

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.

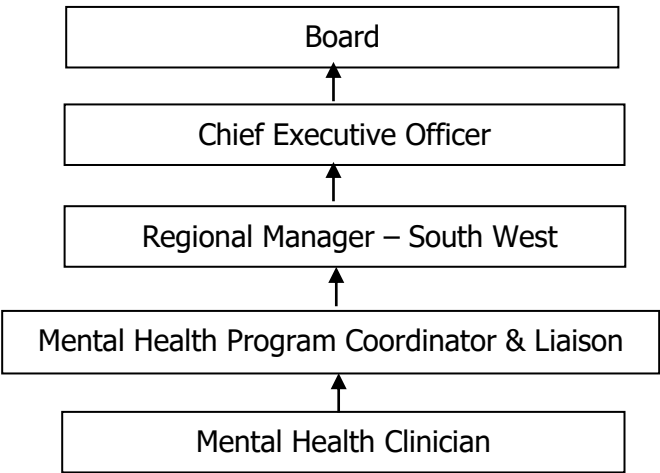
Address your application to:

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

Email: sharronk@gpdownsouth.com.au

For further information please call Jackie Bowser on 9754 3662.

POSITION DESCRIPTION

Position Title	Mental Health Clinician
Reporting Structure	 <pre> graph BT A[Mental Health Clinician] --> B[Mental Health Program Coordinator & Liaison] B --> C[Regional Manager – South West] C --> D[Chief Executive Officer] D --> E[Board] </pre>
Location	Bunbury with travel to Busselton once a week
Position Type	<input checked="" type="checkbox"/> Full Time
Salary Range	A salary of \$78,000 to \$83,850 per annum is offered dependent upon previous experience and qualifications, plus salary packaging options and statutory rate of superannuation.
Position Term	<input checked="" type="checkbox"/> Fixed term contract Contract period: Commencement Date: Immediate Expiry Date: 30 June 2019
Hours per fortnight	75 hours
FTE for this position	1.0FTE
Pre-requisites for this position (where applicable)	<ul style="list-style-type: none"> • Current Western Australian Drivers Licence • National Police Clearance (if applicable) • Working With Children Check WA (if applicable) • Tertiary qualification in Mental Health



<p>Key Responsibilities</p>	<ul style="list-style-type: none">• Manage a case-load of clients with severe and persistent mental illness in collaboration with General Practice• Plan and prioritise daily work according to patient bookings and administrative requirements• Provide regular documented feedback on clients to General Practitioners• Provide information and complete referrals to appropriate services on behalf of clients• Contribute to the effective delivery of reportable data, by appropriate electronic client records.• Formulate integrated, individual care plans in collaboration with clients addressing their identified needs and goals and review on a regular basis.• Coordinate integrated care for clients with complex needs• Risk assessment and risk management• Maintain and store confidential client records as per National Mental Health Standards 2010 and the Organisation’s policy.• Work collaboratively with other internal and external clinicians and the GP down south mental health team.• Liaise with stakeholders and develop strong collaborative relationships• Participate in Clinical Governance activities and work within the Organisation’s Clinical Governance framework.• Other administration duties as required.
------------------------------------	--

SELECTION CRITERIA

Essential

1. Tertiary qualifications in a mental health discipline and current registration with nil restrictions with relevant governing body.
2. Proven ability to appropriately apply evidence based psychological interventions to client management in a primary care setting.
3. Experience working with mental health clients with moderate to severe mental health illness with experience in early psychosis, emerging borderline personality disorders; and/or moderate to severe anxiety, chronic schizophrenia and bi-polar disorder.
4. A minimum of 2 years clinical practice (excluding clinical placements) within a community mental health service setting providing case management/integrated care for clients.
5. Demonstrated ability to work autonomously with high level problem solving and negotiation skills.
6. Demonstrated high level of written and oral communication and interpersonal skills.
7. Demonstrated computer literacy skills.
8. Ability to function effectively as a member of a multi-disciplinary team.
9. Demonstrated ability to apply effective time management and organisational skills.

Desirable

1. Experience working with GPs in client management.
2. Experience with electronic patient files and databases.

Pre-requisites

As part of the condition of employment you are required to hold the following:

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