

Position Purpose *Why the job exists*

This position is responsible for the delivery and management of clinical therapeutic services associated with the effects of trauma and abuse on children, youth and adults at Parkerville Children and Youth Care.

Duties and Responsibilities *Key items only (do not list every task)*

Key Duties

1. Therapeutic Services

- 1.1 Provide comprehensive assessment of the children, youth and caregivers that access the service.
- 1.2 Develop, organise and undertake therapeutic interventions (individual and group) such as educative, psychotherapy and cognitive behaviour programmes with children, youth and adults.
- 1.3 Manage a caseload of identified children, youth and/or families.
- 1.4 Liaise and collaborate with agencies, schools, organisations, departments, individuals and families as required for the effective provision of services.
- 1.5 Maintain professional development through the provision of skills and knowledge to internal staff on a regular basis at in-service sessions.
- 1.6 Select, store and maintain appropriate psychological testing and therapy materials and equipment.

2. Administrative/ Management Duties

- 2.1 Manage the intake of clients to the service, including the management of the waitlist and liaison with clients and referrers, as requested by the Director Therapeutic Services Clinical Services Manager.
- 2.2 Maintain effective records, reports and documents as required.
- 2.3 Manage finances associated with fee paying clients, including Medicare records, banking and account keeping.
- 2.4 Maintain and provide regular statistical data on client activity and programme reports to the Director Therapeutic Services.
- 2.5 Attend team meetings, staff meetings, staff training, supervision and programme meetings as required.
- 2.6 Provide professional supervision on a weekly basis to identified therapeutic clinicians within the Agency and co-ordinate therapeutic teams within Parkerville as requested by the Director Therapeutic Services.

3. Other

- 3.1 Commitment to and participation in Agency Systems Improvement Processes.
- 3.2 Assist when requested in submission writing for programme funding.
- 3.3 Understand, support and promote the Mission and Values of Parkerville Children and Youth Care.
- 3.4 Other duties as requested by the Chief Executive.

Selection Criteria *Essential and desirable requirements to meet duties and responsibilities (incl. qualifications)*

The proven ability to work within and contribute to the mission and values of Parkerville Children and Youth Care underpins the position requirements outlined below and is an essential selection criterion for all Parkerville positions:

Essential

1. Ability to work within and contribute to the Mission and Values of Parkerville Children and Youth Care
2. A post graduate Masters level degree in Clinical Psychology and registration with AHPRA as a Clinical Psychologist.
3. Strong interpersonal and communication skills which include a high standard in report writing.
4. Demonstrated therapeutic skills, including assessment, treatment planning and intervention skills in regard to children, young people and adults.
5. Excellent self-management skills and ability to work with a significant degree of autonomy in a team environment.
6. Willingness to comply with Parkerville Children and Youth Care workplace policies such as Occupational Health and Safety Standards.

Desirable

1. In depth knowledge and understanding of the impact of trauma and attachment to children and their caregiver and of interventions to promote healing.
2. Registration that supports and experience in supervising junior level Psychologists.
3. Knowledge of relevant management skills required to effectively coordinate a therapeutic team.
4. Experience in the writing of submission applications/grants for programme funding.

Licences, Registration, Special Requirements etc.

WWC Check	<input checked="" type="checkbox"/>	CPFS Check	<input checked="" type="checkbox"/>	Professional Registration	<input checked="" type="checkbox"/>
Provide 1st Aid (HLTAID003)	<input type="checkbox"/>	Driver's Licence	<input checked="" type="checkbox"/>		
Details or other requirements					

Authorisation and Acceptance

Position authorised:

Signed _____ (Chief Executive or Delegate) Date ___/___/___

I certify that I understand and accept the requirements of this position:

Employee name _____ Signed _____ Date ___/___/___

Please return a signed copy of this form to Human Resources