



## Job Description Form

Controlled Document

<b>Title :</b>	Clinical Psychologist Registrar	<b>Effective Date :</b>	August 2016
<b>Directorate :</b>	Therapeutic Services	<b>Team :</b>	Therapeutic Services
<b>Reports to :</b>	Director Therapeutic Services	<b>Approved FTE</b>	
<b>Positions reporting directly to this position</b>	<b>No. &amp; FTE</b>	<b>Other positions under control of this position</b>	<b>No. &amp; FTE</b>
<b>Our Vision, Mission and Values</b> <i>Why Parkerville Children and Youth Care exists</i>			
<b>Our Vision</b>			
To create a community that is free from child abuse so that children have the opportunity to grow to their full potential.			
<b>Our Mission</b>			
To protect, care, advocate and promote recovery for children and young people who have experienced trauma from abuse, to support families and to work with the community to prevent child abuse.			
<b>Our Values</b>			
Caring	Hope	Respect	Integrity
<i>Caring is our core value and is central to our purpose.</i>			
<b>Commitment to Safeguarding Children and Young People</b>			
Parkerville Children and Youth Care Inc. provides care and protection for the most vulnerable children, youth and families in the community and we are committed to keeping children safe. Therefore, in addition to the duties and responsibilities listed in this job description, you are also required to comply with our Code of Conduct and Safeguarding Practice and Behaviour Requirements of Staff.			
You will receive a copy of the guidelines and code as part of your induction. You can also access an electronic copy of this information in the HR folder			
You are also required to:			
<ul style="list-style-type: none"> <li>• provide a welcoming and safe environment for children and young people</li> <li>• promote the safety and wellbeing of children and young people to whom we provide services</li> <li>• ensure that your interactions with children and young people are positive and safe</li> <li>• provide adequate care and supervision of children and young people in your charge</li> <li>• act as a positive role model for children and young people</li> <li>• report any suspicions, concerns, allegations or disclosures of alleged abuse to management</li> <li>• where required by your role, maintain a valid 'Working With Children' check</li> <li>• report to management any criminal charges or convictions you receive during the course of your employment/volunteering</li> </ul>			

**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, young people and adults.

**Duties and Responsibilities** *Key items only (do not list every task)***1. Therapeutic Services**

- 1.1 Provide comprehensive assessment of the children, young people and adults 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, young people and adults.
- 1.3 Manage a caseload of identified children, young people, adults and/or families that you provide services for (assessment and interventions).
- 1.4 Select, store and maintain appropriate psychological testing and therapy materials and equipment for use with clients.

**2. Administrative Duties**

- 2.1. Maintain effective therapeutic and administrative records, reports and documents as required.
- 2.2. Liaise and collaborate with agencies, schools, organisations, departments, individuals and families as required for the effective operation of the service.
- 2.3. Manage individual finances associated with fee paying clients, including Medicare records, banking and account keeping as requested by the Director Therapeutic Services or delegate.
- 2.4. Maintain and provide regular statistical data on client activity and programme reports to the Director Therapeutic Services or delegate as required.
- 2.5. Attend team meetings, staff meetings, staff training, supervision and programme meetings as required

**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 Other duties as requested by the Chief Executive and Director Therapeutic Services.

**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. A post graduate Masters level degree in Clinical Psychology and ability to be registered with AHPRA as a Clinical Psychologist Registrar.

2. Strong interpersonal and communication skills which include a high standard in report writing.
3. Demonstrated clinical therapeutic skills, including assessment, treatment planning and intervention skills in regard to children, young people and adults.
4. Excellent self-management skills and ability to work with a significant degree of autonomy in a team environment.
5. Willingness to comply with Parkerville Children and Youth Care workplace policies such as Occupational Health and Safety Standards.

**Desirable**

1. Ability to supervise Psychologists and coordinate a team of clinicians.
2. Experience working with children, young people and adults who have been affected by abuse and trauma.
3. In depth knowledge and understanding of the impact of trauma and attachment to a child and their caregiver and experience providing interventions that promote healing.

**Licences, Registration, Special Requirements etc.**

WWC check	<input checked="" type="checkbox"/>	CPFS Check	<input checked="" type="checkbox"/>	Professional Registration	<input checked="" type="checkbox"/>
Provide First Aid Cert. (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**