



Job Description
Community Support Services
Psychologist

POSITION: Psychologist
DIVISION: Community Support Services
REPORTS TO: Regional Enhance Manager
ISSUE DATE: **September 2018**

<p>Our Mission: Enabling opportunities for Choice, Inclusion and Achievement for people with disability and their families and carers</p>	<p>Our Core Values: We put people first We are one team We are all accountable We strive to always do it better We are inspired by challenges We make ethical and sustainable decisions</p>
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1 CONDITIONS

- Minimum requirements are;
 - full registration with the Psychology Board of Australia and
 - a current annual authority to practice issued by the Psychology Board of Australia.
- The title sychologist or Forensic Psychologist may be granted at the discretion of management, and is subject to the following;
 - Academic qualifications being equivalent to the relevant Master's degree and/or membership of the relevant APS College (e.g. Clinical or Forensic).
- This position is designated as child related employment. As such, working with children checks apply. It is an offence for a prohibited person to apply for, undertake, or remain in this position.

2 POSITION PURPOSE:

- Provide Specialist Intervention Services for identified individuals within funded projects or as directed by the Regional Enhance Manager
- Provide specialist intervention consultancy to external agencies, as directed by line manager.
- Monitor and evaluate the services provided to ensure they meet the requirements of the Objectives, Principles and Application of the Principles of the NSW Disability Services Act, 1993 and other relevant legislation.
- Encourage and develop services that will, in the least intrusive manner possible, enhance opportunities for individuals to pursue existing interests, acquire new skills and be involved in a wide variety of experiences appropriate to their age, gender, culture and religion.



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- Provide clinical supervision of Provisional Psychologists for the purpose of registration with Psychology Board of Australia as directed by Line Manager (pursuant to any criteria specified by the Psychology Board of Australia).
- To review and confirm NDIS customer plans in the NDIS portal, link plans and supports to DSA as appropriate, and invoice for services delivered, including NDIS, Medicare and fee for service customers.
- To support DSA's Personalisation Culture Change Framework and ensure the organisational culture is one of harmony, teamwork, equity and fairness where each employee is valued and their contribution is recognised.
- To support DSA's purpose, vision and core values.
- To support DSA's Customer Service charter that will put each person at the centre of service design.
- Provide a service that supports the National Standards for Disability Service.

3 DUTIES / RESPONSIBILITIES

3.1 Planning and Development:

- Ensure, through planning and development, the resources allocated provide flexible, individualised support options for each individual which focus on each individual reaching their highest level of independence and ability.
- Play an active role in the development of Disability Services Australia's services to internal and external stakeholders.
- When developing or reviewing individual plans ensure the aims and objectives as outlined in the plan will support each person to achieve a valued community role, their highest possible level of personal achievement and their personal aspirations.
- Ensure that all interventions are developed in conjunction with all relevant parties, and that the principle of 'positive approaches to challenging/offending behaviours' is followed. Adhere to practice that promotes risk/harm minimisation by developing, implementing and evaluating risk minimisation protocols and procedures for customers and staff. Ensure these approaches are reflected in all written and verbal communications in a manner that will provide staff with practical and clear guidelines.
- Ensure all written and verbal documents developed (by you or under your supervision) for the purpose of behaviour modification are in accordance with the company policies and procedures, legislative requirements and Psychology Board of Australia's Code of Ethical Conduct. This includes staff training, program documentation, implementation instructions and operational procedures for new situations not covered previously.
- Ensure the Line Manager approves all formal behaviour intervention plans and that the Regional Manager is informed of said plans; which include restrictive practices, prior to any application to relevant Tribunals.
- When requested prepare reports for external agencies, such as Guardianship Tribunals and other relevant information needed to apply for Guardianship orders.



Ensure the Line is consulted and approves any such documents or exchange of information before they are submitted.

- When necessary seek the support of the other colleagues, or relevant specialists.
- Participate in relevant Regional Meetings and play an active role in the monitoring of existing policies and procedures to ensure ongoing relevance.
- Facilitate methods of consultation, participation and evaluation for those receiving support, their carers, advocates and other relevant parties.
- Keep abreast of changes in both the internal and external environment noting any possible impact on individuals' quality of life. Act upon information in a way that will advance the welfare of both those we support and Disability Services Australia.
- Plan and participate in research projects that have the potential to enhance the quality of life of Service Users.

3.2 Service Delivery:

- Provide linkages and advocacy (if required) between external service providers that are utilised by individuals for whom you are responsible.
- Provide professional assessment, planning and intervention that will promote the smooth transition of individuals into new environments.
- In all approaches developed by the organisation, ensure the concept of 'independence', not dependency, is fostered.
- Ensure through, leadership, team interaction, written communication and role modeling, that the support provided promotes the dignity, independence and the rights of each person.
- Establish and maintain effective lines of communication with parents, families, carers, advocates and other service providers. Ensure that a co-operative atmosphere of mutual respect, confidence and trust exists.
- In all interactions with families, foster the existing family bond. Where necessary, work towards mending or re-establishing links between them and the individual.
- Ensure, through leadership, team interaction and role modeling that the staff you come into contact with are aware and understand the uniqueness of each individual, their rights for respect, and the importance of fostering natural networks and links within their family and community.
- Work towards breaking down any negative community values which could infringe on a person's quality of life.
- Ensure the privacy and confidentiality of all individuals' information. Monitor staff's adherence to this and all other areas covered by the 'Objectives, Principles and the Application of the Principles' of the NSW Disability Services Act 1993. Report breaches to the Line Manager.



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- Make certain that all relevant reports, charts, activity outcomes and any other statistical information required by the organisation, funding bodies or other authorised bodies are readily available and of a high standard.
- Forge linkages with external stakeholders to assist in providing the expertise needed to produce research of a publishable quality.

3.3 Interaction with staff:-

- Support DSA Managers and Assistant Managers to identify training and staff support needs.
- Foster teamwork with the staff you come into contact, by working collaboratively.
- Ensure, through skilled communication and negotiation, clarity and understanding of what is expected of staff when implementing programs you have developed.
- Foster open lines of communication that will enhance opportunities for the exchange of ideas, concerns and general information.
- Respect, at all times, the valued role staff play in the enhancement of individual's lives.
- Work with colleges and staff in an atmosphere of cooperation, respect and trust.
- Provide guidance to support staff, accessing the skills and knowledge of DSA Senior Management when needed.
- Ensure you refer any major problems or breaches of policy or procedures by staff to the relevant manager.
- When dealing with situations of abuse, sexual assault or harassment, follow the procedures as stated in the company's Policies and Procedures manual, ensuring the Line Manager is fully aware of the situation.
- When required, respond to critical incidents in a manner that will instill confidence and reassurance for, the individuals concerned, staff and any other relevant parties.
- Provide on-call assistance to individuals, support staff, other members of the SIS team and managers. Provide psychological first aid after serious critical incidents and debrief support staff as needed or as requested.
- Provide information to the organisations Managers that will assist the process of annual Staff Performance Appraisals and Reviews.
- Provide training for staff when required and participate in the development of annual training plans.
- Participate in staff meetings when required
- Provide information as required to the Line Manager for the development and / for generation of reports, tender documents, 'Expressions of Interest' etc.
- Regularly report to the Line Manager on the progress of consultancy programs under your supervision.
- Play an active role in the maintenance of the Quality Management System.
- Actively support the creation and maintenance of industrial harmony.
- Provide assistance as requested in the recruitment of staff



4. Workplace Health and Safety (WH&S) Responsibilities

- Ensure that your work area and the workers under your control work in a safe manner, and in accordance with DSA's WH&S policies, procedures and relevant work instructions.
- Eliminate or control any risks in the work area and report immediately to your reporting manager any risks that cannot be controlled. Complete the on-line Hazard report for all hazards.
- On being notified of any worker injury, ensure that appropriate care has been provided to the worker. Ensure that the Line Managers have been notified as soon as is practical.
- Observe safe systems of work and apply these to all workers, contractors, service users and visitors to DSA premises and sites.
- Ensure all workers under your control are provided with adequate supervision, instruction, information and training so as to be able to complete their tasks in the safest practical way.
- Foster consultation between workers and management ensuring the worker's views are considered with all WHS decision making.
- Maintain an effective working knowledge of DSA's WH&S policies and procedures.

4. OTHER

- Adhere to the policies and procedures of the organisation and all relevant legislative requirements.
- Undertake other duties as requested by the Line Manager.
- Participate in meetings as required.
- Participate in quality reviews as requested.
- Participate in staff training and development as required.

Authorised by:

Human Resources Manager

Date



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I, the undersigned, have read understood and agreed to the duties of a Psychologist Forensic as outline in this job description. I understand the minimum requirements of this position are relevant academic qualifications and current full registration with the Psychology Board of Australia. Further, I understand I must maintain a current annual authority to practice.

Printed Name

Signature

Date