

POSITION: Provisional Psychologist
DIVISION: Community Support Services
PROGRAM: Enhance Health Services
REPORTS TO: Senior Psychologist
ISSUE DATE: 1st November 2018

<p>Our Mission:</p> <p>Enabling opportunities for Choice, Inclusion and Achievement for people with disability and their families and carers</p>	<p>Our Core Values:</p> <p>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

- 1.1 Minimum requirements for the position of provisional psychologist are
- Eligibility for provisional registration with the Psychology Board of Australia
 - a current annual authority to practice issued by the Psychology Board of Australia (part of AHPRA)
 - Relevant academic qualifications
- 1.1 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.
- 1.2 Valid driver's license

2 POSITION PURPOSE:

- 2.1 Deliver services appropriate to Enhance Health Services (using evidence based assessments and interventions) for identified individuals, working within current competency level, as reviewed by the Senior Psychologist.
- 2.2 Agree to engage in ongoing learning and development regarding the above delivery.
- 2.3 Engage in broad range of activities that will assist the Enhance Health Service team manage time and develop administrative efficiencies.
- 2.4 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.
- 2.5 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.

3 DUTIES / RESPONSIBILITIES

3.1 Planning and Development: -

- 3.1.1 When developing or reviewing individual behaviour 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.
- 3.1.2 Ensure that all clinical interventions are developed in conjunction with all relevant parties, and that the principle of 'positive approaches to challenging behaviours' is followed. Ensure these approaches are reflected in all written and verbal communications in a manner that will provide staff with practical and clear guidelines.
- 3.1.3 Ensure all written and verbal documents developed by you for the purpose of behaviour modification are in accordance with the company policies and procedures, legislative requirements and the Psychology Board of Australia Code of Ethical Conduct. This includes staff training, program documentation, implementation instructions and operational procedures for new situations not covered previously.
- 3.1.4 Ensure the Senior Psychologist approves all formal behaviour intervention plans; seeking guidance on any which include Restricted Practices, prior to any application to relevant Tribunals.
- 3.1.5 When necessary seek the support of the other, relevant specialists.
- 3.1.6 Facilitate methods of consultation, participation and evaluation for those receiving support, their carer's, advocates and other relevant parties.
- 3.1.7 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.
- 3.1.8 When requested participate in planning and conducting research projects that have the potential to enhance the quality of life of customers who access Enhance Health Services
- 3.1.9 Participate in individual and group supervision as well as in trainings as directed by Enhance Health Services Manager or Senior psychologist

3.2 Service Delivery:-

- 3.2.1 Provide linkages and advocacy (if required) between external service providers that are utilised by individuals for whom you are responsible.
- 3.2.2 Provide professional assessment, planning and intervention that will promote the smooth transition of individuals into new environments.
- 3.2.3 In all approaches developed by the Enhance Health Services ensure the concept of 'independence', not dependency, is fostered.
- 3.2.4 Ensure through, leadership, team interaction, written communication and role modelling that the support provided promotes the dignity, independence and the rights of each person.

- 3.2.5 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.
 - 3.2.6 Ensure, through leadership, team interaction and role modelling 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.
 - 3.2.7 Work towards breaking down any negative community values which could infringe on a person's quality of life.
 - 3.2.8 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 Enhance Health Services Manager.
 - 3.2.9 Make certain that all relevant reports, charts, activity outcomes and any other statistical information required by the company, funding bodies or other authorised bodies are readily available and of a high standard.
- 3.3 Interaction with staff:-**
- 3.3.1 Assist in monitoring staff performance in respect to the reliability in implementation of intervention plans. Support DSA Managers to identify training and staff support needs.
 - 3.3.2 Foster teamwork with the staff you come into contact, by working collaboratively.
 - 3.3.3 Ensure, through skilled communication and negotiation, clarity and understanding of what is expected of staff when implementing programs you have developed.
 - 3.3.4 Foster open lines of communication that will enhance opportunities for the exchange of ideas, concerns and general information.
 - 3.3.5 Respect, at all times, the valued role staff play in the enhancement of individual's lives.
 - 3.3.6 Work with colleges and staff in an atmosphere of cooperation, respect and trust.
 - 3.3.7 Provide guidance to support staff, accessing the skills and knowledge of DSA Senior Management when needed.
 - 3.3.8 Ensure you refer any major problems or breaches of policy or procedures by staff to the relevant manager.
 - 3.3.9 Be pro-active when monitoring staff to assist in the identification of any Occupational, Health and Safety issues. Regularly check operational procedures in the work environment to ensure the safety of all persons receiving and providing support. Report any issues to the relevant branch manager or in the case of an external consultancy, the manager of the organisation and the Enhance Health Services Manager.
 - 3.3.10 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 Enhance Health Services Manager is fully aware of the situation.
 - 3.3.11 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.

3.4 Consultancy / Company role:-

- 3.4.1 Make sure the programs provided by the Enhance Health Services are of a high standard and reflect the values and strategic aims and objectives of the company and therefore the Disability Services Act 1993.
- 3.4.2 Attend Enhance Health Services monthly team meetings as required.
- 3.4.3 Keep program information and other accountability procedures up to date and follow confidentiality requirements at all times. .
- 3.4.4 Liaise with external service providers, funding bodies, family members and community members, in a manner that will promote a positive image of the company.
- 3.4.5 Represent Enhance Health Services and / or DSA at informal and formal forums as required and / or requested
- 3.4.6 Actively promote and seek new opportunities for expansion of the Enhance Health Services that are in accordance with the values, aims and objectives and strategies of the company.
- 3.4.7 Actively support the creation and maintenance of industrial harmony.

4 WORKPLACE HEALTH & SAFETY (WH&S) RESPONSIBILITIES

- 4.1 At all times work in a safe manner, and in accordance with Disability Services Australia's WH&S policies, procedures and relevant work instructions.
- 4.2 Immediately report any potential hazards observed in the workplace to the staff on site and/or DSA Manager responsible for the program
- 4.3 Take immediate and appropriate action to eliminate any imminent hazard observed in your workplace, and report the hazard and action to staff on site and/or DSA Manager responsible for the program
- 4.4 Observe safe systems of work and apply these to all employees, staff, contractors, service users and visitors to Disability Services Australia's premises and sites.
- 4.5 Immediately report any injury sustained at work, or whilst journeying to or from work, to staff on site and/or DSA Manager responsible for the program.
- 4.6 Maintain an effective working knowledge of Disability Services Australia's WH&S policies and procedures.

5 OTHER

- 5.1 Adhere to the policies and procedures of the organisation and all relevant legislative requirements.
- 5.2 Participate in DSA Orientation, Induction, and any other training deemed as necessary for this position



Job Description
Community Support Services
Provisional Psychologist

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

Printed Name

Signature

Date