

<h2 style="margin: 0;">ROLE DESCRIPTION</h2> <h3 style="margin: 0;">Internship – Provisional Psychologist / Clinician</h3>	
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SERVICE	All Services
LOCATION	Infinity Community Solutions Ltd Residential Care Services - Brisbane & North Coast
CLASSIFICATION	SCHADS Level 4
REPORTING TO	Residential Coordinator, ICS General Manager & Psychology Supervisor
SUPERVISORY RELATIONSHIPS	Direct: None Indirect: Residential Care Workers

INFINITY COMMUNITY SOLUTIONS LTD GUIDING PRINCIPLES

By accepting a role at Infinity Community Solutions Ltd, I agree to work in alignment with the following guiding principles:

- 1) Working in a way that treats the life outcomes, health and well-being of those in our care as the highest priority;
- 2) Structuring our organisation (work) so that what is in the best interest of the greatest number of our clients will be in the best interests of our organisation;
- 3) Complying with all relevant legislative and industry regulations as well as sector standards;
- 4) Continuously developing our professional competence by actively participating in, and contributing to, life-long learning, education, training and supervision for our workforce; and
- 5) Ensuring our behaviours and practice are of highest ethical standards, consistently demonstrating qualities of commitment, reflective self-awareness, discernment, transparency, reliability, empathy, honesty, and candour.

ROLE PURPOSE SUMMARY

The Provisional Psychologist is responsible for providing clinical services to residential & outreach children and young people in Statutory Out of Home Care – clinical assessment, counselling and therapeutic intervention, individual and group work. This includes development and review of clinical plans (therapeutic support plans, positive behaviour support plans), clinical assessments, case management tasks, critical incident management, mentoring for direct care staff, stakeholder engagement and afterhours on-call support.

KEY RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES

Service Delivery	<ul style="list-style-type: none"> • Develop, review and update Therapeutic Plans for children and YP in residential care. • Develop, review and update Behaviour Support Plans for children and young people in residential care. • Undertake Assessments for children and young people in residential care. • Undertake key case management tasks for children and young people in residential care including but not limited to reviewing key service. documentation, facilitating an
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Approved By: CEO					
Approval Date:	FEB 2019	Implementation Date:	FEB 2019	Review Date:	FEB 2021

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KEY RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES

	<p>engaging informal and formal supports for children and YP in residential care.</p> <ul style="list-style-type: none"> • Review and action critical incident management for children and young people. • Participate in relevant stakeholder forums as required in the child or young persons plans. • Undertaken key psychological assessments for children and young people in residential care. • Facilitate team meetings and mentor staff in their care delivery of children and young people in line with their plans. • Using the applicable Practice Model, service guidelines/frameworks, assist clients in achieving their goals as identified in relevant planning documentation developed in line with organisational procedures. • Work collaboratively with your line manager to identify client needs and deliver appropriate services within available resources, continually assessing effectiveness and responding to changing needs and dynamics. • Encourage and assist the child/young person to be actively involved in activities that enhance their wellbeing, relationships and resilience, including school, recreational, sporting, religious and cultural activities, or any other special activities. • Identify cultural needs and connect children and young people with culturally appropriate resource options in their local community, in accordance with the placement care plan for the young person. • Prioritise and manage tasks to ensure all client and program needs are met. • Contribute to a positive and effective team culture that is responsive to cultural diversity and equity. • Maintain confidentiality and provide effective service to both internal and external stakeholders from culturally diverse backgrounds. • Communicate effectively, both verbally and in writing, with a wide range of stakeholders in a professional and timely manner to promote positive working relationships. • Other duties as required • Work as an effective team member in accordance with the Infinity Community Solutions Codes of Conduct.
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KEY RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES

<p>Documentation, Quality Systems & Continuous Improvement</p>	<ul style="list-style-type: none"> • Comply with Infinity Community Solutions Ltd policy and procedures. • Perform duties in accordance with organisational requirements. • Produce legible and legally defensible case notes, plans, incident reports (client and staff) and/or other documentation as required by organisational procedures and legislation. • Assist with the release of personal, private or confidential information in line with the ICS Privacy Policy, privacy legislation and the Child Protection Act. • Compliance with psychologists code of conduct & Psychologists Act 2001. • Ensure documentation is created, stored and archived in line with ICS, licencing and quality assurance requirements. Ensure all client documentation is stored in Health Care Line only. • Obtain and maintain receipts for purchases made and process these in accordance with ICS policy and procedure. • Identify improvements to policy, procedures, work instructions, other organisational systems and the work environment. • Participate in the consultation and/or the development, implementation and review of relevant service policy, procedures, work instructions and other documentation, as required. • Assist with the monitoring of compliance with policy, procedures, work instructions, other organisational and legislative requirements. • Work collaboratively with relevant stakeholders to prepare, undertake and maintain external licensing/accreditation requirements.
<p>Work Place Health and Safety</p>	<ul style="list-style-type: none"> • Adhere to safe work practices at all times. • Implement systems to ensure a safe workplace for all staff and members of the public. • Report incidents and hazards immediately, in line with organisational procedures.

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	<ul style="list-style-type: none"> Take immediate action to address identified/reported workplace health and safety matters in line with the hierarchy of controls/organisational requirements.
Other Duties	<ul style="list-style-type: none"> Participate in the Psychological Supervision as follow the directions of the supervisor. Participate in staff development and team meetings. Engage in reflective practice and participate meaningfully in regular supervision sessions within ICS guidelines. Other duties as directed.

POSITION REQUIREMENTS

Required to have	Beneficial to have
<ul style="list-style-type: none"> Appropriate relevant experience in Human Service Sector Appropriate qualification as required by the QLD Psychologists Registration Board for registration. Demonstrated skills and experience in working with children and families, particularly in assisting with the assessment, planning processes and support around the management of children with difficult behaviours. Demonstrated intermediate ability to use computer IT systems including MS Word and Excel. Queensland Provisional Green or above Driver Licence. Ability to obtain positive notice in the Working with Children Check (Blue Card) and any other legislatively required personal history screening as required. Evidence of current vaccination against whooping cough or willingness to obtain prior to commencement, unless applicable 	<ul style="list-style-type: none"> Sound understanding and knowledge of the Queensland child protection system. An understanding of Aboriginal and Torres Strait Islander peoples, cultures and societies and the issues which impact upon them in contemporary society together with a commitment to culturally appropriate engagement and practice. Cert IV Training and Assessment.

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POSITION REQUIREMENTS	
Required to have	Beneficial to have
exemption provided as per the relevant ICS procedure.	

KEY SELECTION CRITERIA	
1.	Highly developed interpersonal skills with the ability to build rapport and professional working relationships within the community and with both government and non-government organisations.
2.	Demonstrated knowledge and understanding of the developmental needs of children and young people, the impacts of trauma, and the resulting emotional and behavioural issues and the ability to build positive relationships with children and young people in care.
3.	Demonstrated time management skills, with the ability to balance and prioritise various stakeholder priorities, client engagement and administrative requirements.
4.	Demonstrated understanding of, and ability to, work in alignment with the Purpose and Guiding Principles of Infinity Community Solutions Ltd.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and agree with the position description given, and will adhere to the tasks and performance expectations therein.

Signed: _____

Name *(please print)*: _____

Date: _____

PLEASE NOTE THIS IS A CORRECT AND CURRENT PD FOR KELLY STEEL



Annaley Clarke
 Executive Director of Services
 05/05/2020

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