

# Position Description

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## POSITION DETAILS

Position Title:	Psychologist
Division:	Community Services
Reports To:	Team Leader - Counselling
Responsible to:	General Manager
Location:	Head Office
Date:	December 2021

## MAIN PURPOSE OF POSITION

The Psychologist position is funded by NSW Health to provide mental health services to the Italian Australian community living in Sydney. The position is responsible for counselling, group work, community education, mental health promotion and liaison and consultation with mainstream providers.

## KEY ROLES AND RESPONSIBILITIES

- To provide a culturally and linguistically appropriate counselling service to people living with a chronic mental illness. The counselling may be face-to-face (in the office or in a community setting) or via telephone;
- To provide appropriate assessment, psychological interventions and referrals to individuals in the area of mental illness;
- To develop and conduct prevention and education programmes (seminars/mental health promotion strategies) for the target group;
- To provide a consultancy service to mainstream agencies and departments regarding the mental health needs of the Italian community;
- To work collaboratively with mainstream professional in relation to joint case management and the development of education and training seminars;
- To participate in relevant committees and ongoing liaison with key government and non-government agencies in the area of mental health;
- To develop and disseminate appropriate mental health information via the Italian and local media;
- To develop and facilitate activities for mental health month in order to promote the activities of Co.As.It.
- To write submissions for funding and policy papers to Government and other bodies;
- To contribute to the development and direction of the Co.As.It. mental health program;

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- Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society;
- Abide by all Co.As.It. policies and procedures in daily work activities;
- Any other duties relevant to the service and organisation.

## KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The Psychologist needs to build extensive networks and strong consultative relationships within the organisation as well as externally with other services,

- These relationships include:
- The Team Leader - Counselling;
- The Co.As.It. Board of Directors, General Manager and management team;
- Staff within the Community Services Division;
- Staff across Co.As.It. generally to work collaboratively and exchange information;
- Contractors working on Co.As.It. projects;
- Public, community and Government agencies;
- People within the community;
- Groups, associations and representatives;
- Committees and conferences of government and other stakeholders.

## DECISION MAKING

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to case work;
- Content of advice and information provided to the Team Leader - Counselling.

Decisions that are referred to a supervisor include:

- Strategic decision about projects and establishing priority;

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- Any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects;
- Major policy issues or conflicts arising in the course of work;
- All expenditure;
- Matters requiring submission to the Board of Directors.

## KEY PERFORMANCE CRITERIA

### Broad indicators:

- To arrive at work on time and to advise manager/supervisor of lateness or absences as soon as practicable;
- To represent Co.As.It. positively;
- Manager/supervisor kept informed of key issues;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- High level cooperation with other staff, teams and divisions.

### Position Specific indicators:

- Work program objectives are met;
- Provision of case management that meets the needs of individuals who access the program. Referrals are followed up as per company policy and interventions are appropriate to meet the mental health needs of clients;
- Information provided to Department of Health in a timely manner which fulfils the requirements of the funding agreement;
- Events organised to meet the objectives of the work-plan and are successfully evaluated;
- To build and maintain strong external relationships to enable the program objectives;
- To provide the Team Leader - Counselling with adequate support to enable high level performance.

### Strategic Plan:

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

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## SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Degree in Psychology;
- Registration with the Australian Psychological Society (APS) or eligibility for conditional registration;
- Exceptional counselling, case management and assessment skills;
- Fluency in Italian and English;
- Demonstrated understanding of the mental health needs of older people in the community with a particular emphasis on people from CALD backgrounds;
- Minimum of 2 years experience in a similar role in a community setting;
- Well-developed organisation and problem solving skills and ability to successfully manage competing issues and priorities;
- Demonstrated ability to work collaboratively with other services and professionals regarding quality outcomes for individuals receiving services from Co.As.It.
- Demonstrated experience in using Microsoft Office;
- Capacity to work independently with minimal supervision and collaboratively in a team environment;
- Understanding of, and commitment to, Workplace Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

## VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

### POSITION HOLDER

Signature..... Date.....

### SUPERVISOR

Signature..... Date.....