



Murray Mallee  
General Practice  
Network



**Recruitment  
Information Package.  
Assisting you in your application to join  
our team.**

[www.mmgn.org.au](http://www.mmgn.org.au) - (08) 8531 1303



*“Building healthy and resilient people and communities”*

## Vacancy Information:

**Position:** *Mental Health Clinician*

**Salary:** *Remuneration will be negotiated depending on skills, experience & qualifications. Additionally, you will be offered a range of outstanding benefits including generous salary packaging options, professional development, clinical supervision, a flexible and supportive working environment and a generous 5 weeks Annual Leave, all of which will significantly boost your overall package.*

**Status:** *Part-time (2 days a week) Fixed term until 30 June 2018.*

**Closing Date:** *Friday 2<sup>nd</sup> March 2018*

Thank you for your interest in applying for the above position.

We are seeking passionate and enthusiastic professionals to join our dynamic, multi-disciplinary & growing mental health team, to play a crucial role in the delivery of focussed psychological interventions for a broad & diverse group of individuals.

We are seeking a motivated & passionate professional with clinical expertise for:

- ***Murray Bridge, including the surrounding areas.***

To be considered for this role you must be either a qualified Psychologist with AHPRA registration; an Accredited Mental Health Social Worker; or an Occupational Therapist or Registered Nurse with specific specialisation in mental health. Continuing employment is subject to performance and ongoing funding. The MMGPN mental health programs provide clinical services to some of the most vulnerable people in our communities. Experience working in the following areas will be highly regarded - mental health preventative services, suicide prevention, services for Aboriginal people, perinatal services, child mental health services, chronic and complex conditions, women suffering trauma from domestic violence; and rural and remote communities. Experience working with children will be highly regarded.

This information package contains information about the Murray Mallee General Practice Network, and guidelines on submitting your application.

You will find within this information package:

- ***An overview of the Murray Mallee General Practice Network***
- ***Position Description & role requirements.***



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## How to apply:

Applicants are requested to send an application addressing the position specifications, including a current resume, to the Chief Executive Officer, Murray Mallee General Practice Network, PO Box 292, Murray Bridge 5253 or emailed to [finance@mmgpn.org.au](mailto:finance@mmgpn.org.au) by COB Monday February 12<sup>th</sup>, 2018.

All enquiries should be directed to Ms Lisa Courtney, Clinical Lead at MMGPN, on 8531 1303 or [lisac@mmgpn.org.au](mailto:lisac@mmgpn.org.au)

## About Us:

Established in 1995 as the **Murray Mallee Division of General Practice**, the organisation has evolved to become the **Murray Mallee General Practice Network**, a primary care provider funded by Country SA PHN, and other government and non-government funding bodies. Our current programs have been funded in response to identified needs in the community and services include:

## Youth Mental Health:

We are the lead agency for headspace Murray Bridge, a youth service that provides holistic early intervention services through a range of primary health care providers and consortium partners.

## Mental Health Team

Mental Health Clinicians provide services from our Adelaide Road offices and through General Practices in outlying communities including, but not limited to Karoonda, Tailem Bend and Meningie.

## Demography:

The Murray Mallee General Practice Network is based in the major population centre of the region - the Rural City of Murray Bridge. Murray Bridge is an easy commute along the South Eastern Freeway. It includes an area of 23,000 square kilometres from the eastern Adelaide Hills through to the Victorian border.

The Sturt Highway and rail route from Adelaide to Melbourne pass through the region. The River Murray, Coorong and Murray Mallee areas are significant environmental features.

The general practitioner workforce in the region operates from practices in seven towns, with outreach Clinics to some smaller communities. In addition, there are regular placements of students, registrars, trainees and interns within our practices.

The MMGPN is fully accredited under SAI GLOBAL. Our accreditation status is overseen and maintained by our internal Quality, Risk and Safety practices, which aims to build, maintain and support a culture of continuous quality improvement with a proactive approach to risk management and work health & safety.

Murray Mallee GP Network abides by the Ombudsman SA Information Sharing Guidelines (ISG) and ensures all our staff are appropriately trained in the ISG. For further information on the ISG, go to: <http://www.ombudsman.sa.gov.au/isg/>



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## Seeking employment with the Murray Mallee General Practice

### Network:

Job seekers considering employment with the Murray Mallee General Practice Network should understand that our recruitment process is similar to that of the public sector. This may be different in some respects to the process used in the private sector. This document will help you to understand our recruitment practices.

Broadly speaking, our recruitment is based on the merit principle. Each position has selection criteria, described in the job and person specification. The selection process involves assessing an applicant’s suitability for the position, based on a comparison of their relevant skills, experience and qualifications in terms of the position’s requirements. The person who is best able to demonstrate the match of their knowledge, skills and abilities with the requirements of the job, will win the job.

All applications are closely scrutinised to determine if the applicant meets the selection criteria. Failure to address the selection criteria will result in the applicant not being considered for an interview. It is essential that your application meets the specific requirements that are set out in detail in the information package provided by the Murray Mallee General Practice Network.

When advertising vacant positions, we provide information packages that set out the selection process, the type and format of information required from applicants and a copy of the current position description, along with contact details of officers within our organisation who can provide additional information.

If you are interested in applying for a position with the Murray Mallee General Practice Network, you may find the following information useful:

- 1) Do not apply for a position by just submitting a resume – in most instances it is only used to provide background information, and alone will not get you an interview.
- 2) A resume may be attached to an application, but it should complement the information provided in the application and focus on the broader skills and competencies
- 3) Address the advertised selection criteria. Each criterion should be carefully examined to fully understand the requirements of the role. Some criteria may contain multiple requirements, look for action verbs and conjunctions. Failure to respond to even one part of criteria could result in the application not moving to the interview stage.
- 4) The selection criteria can be addressed in “dot point” form or in paragraphs; there is no specific requirement, unless otherwise stated. However, as indicated previously, the quality of the document may provide an advantage, provided the content relates to the position requirements.
- 5) Follow the application instructions provided, complete any forms and provide accurate, verifiable information. If you provide false information in your application and this is discovered after you have been appointed, it can lead to dismissal.



- 6) Try to find out as much information as possible about the agency. The Murray Mallee General Practice Network website [www.mmgn.org.au](http://www.mmgn.org.au) contains a lot of useful information.
- 7) Check and recheck your application document, do not rely on your computer's "spell check". Get a friend or family member to read the document.
- 8) If you are invited to an interview it is highly likely that you are one of several candidates considered suitable for the role. The interview may involve at least three panel members.
- 9) Candidates for interview are asked the same questions and your responses are compared with those provided by the other candidates.
- 10) Your preparation for the interview is the same as for any job interview, i.e. dress appropriately, pay attention to your grooming, arrive slightly early – do not arrive late, read any pre-interview material carefully, listen attentively, think before answering questions, speak clearly, be confident, always ask questions if invited to do so and thank the panel for the opportunity.
- 11) If you are unsuccessful, you should contact the interview panel convener to get some feedback on your interview performance. The information provided will help you to improve your approach to future employment opportunities. You can also request feedback at the application stage if you were not successful in being shortlisted for an interview.

Adapted from article by Greg Lewis, AACC Member, [www.workplace.gov.au](http://www.workplace.gov.au)



## JOB AND PERSON SPECIFICATION

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<b>Title of Position:</b>	Mental Health Clinician
<b>Classification Code:</b>	PO1/2 MMGPN EBA (dependent on qualifications and experience - salary sacrifice arrangements are available)
<b>Type of Position:</b>	Contract position
<b>Term Appointment:</b>	Contract until June 30 2018, renewal dependent upon ongoing funding and performance.

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### POSITION SUMMARY

The Mental Health Clinician provides clinical services in collaboration with general practice and other mental health providers, to enhance the health and mental health outcomes of people with mental health disorders living in the community. They also seek to improve the communication, collaboration and referral pathways between general practice, government and non-government mental health and Alcohol Other Drug (AOD) services to provide an integrated system of care.

Services target the most disadvantaged populations in the Murray Mallee, including Aboriginal and Torres Strait Islander people, women in the perinatal period, children, women suffering trauma from domestic violence, people experiencing suicidal thoughts; and those who are socially disadvantaged and unable to access mental health services in rural and remote communities.

The Mental Health Clinician contributes to the efficient functioning of mental health service delivery, providing support to doctors, medical staff, patients and other health-related agencies in the Murray Mallee.

The Mental Health Clinician works across a number of funded programs including, but not limited to, the Access to Allied Psychological Services and Mental Health Shared Care with General Practice programs.

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### JOB SPECIFICATION

#### 1. Summary of broad purpose of the position and its responsibilities

**The Mental Health Clinician (MHC) is a clinician who through education, training and experience is able to effectively contribute to the delivery of focussed psychological strategies to clients presenting with a range of mental health disorders in the primary care setting. The MHC will:**



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- Provide high quality clinical services across the mental health spectrum of care for both individuals and groups
- Provide specialised triage, assessment, intervention and review for GPs and other referrers, as well as providing consultation and advice on further management
- Support the development of a multidisciplinary approach, providing support to other clinicians through peer support and/or clinical supervision
- Contribute to a culture of continuous quality improvement and service development
- Build relationships with other government and non-government mental health, alcohol other drug (AOD) and primary care service organisations in the region

## **2. Reporting/working relationships**

The Mental Health Clinician is accountable to the *MMGPN* Chief Executive Officer in administrative matters, the Lead Clinician provides clinical guidance and support. External clinical supervision arrangements will be negotiated. *The MMGPN* has a performance management and review program.

The Mental Health Clinician is responsible for practising within the philosophy of *MMGPN* and its aims, policies and protocols; and the standards of his/her professional discipline.

## **3. Special Conditions**

- Services will be provided at a number of locations and regular travel to outlying communities is expected
- Some after-hours work may be required for which time off in lieu of overtime may be taken.
- Current SA driver’s licence essential.
- Some use of own vehicle may be required depending on the availability of *MMGPN* vehicles. Reimbursement will be paid at a rate determined by the Australian Taxation Office (ATO).
- Current comprehensive insurance of any vehicle used for work purposes is required and should be presented for sighting annually.
- The incumbent will be subject to an annual performance review
- The incumbent will be required to produce a current Department of Communities and Social Inclusion screening check for child and vulnerable person related employment, and a National Police Criminal History Clearance; and to ensure that these are updated every 3 years, or upon request from *MMGPN*.

## **4. PERSON SPECIFICATION**

### **4.1 Essential Minimum Requirements**

#### **Qualifications (*one of the following*)**

- Mental Health Social Workers (must be registered with the AASW)
- Psychologists (must be registered under the provisions of the Psychological Practices Act, 1973 and registered with AHPRA)
- Registered Nurses (must have post graduate tertiary mental health qualification)
- Occupational Therapists (must have mental health credentialing and be registered with APHRA)

**Requirement to have undertaken training in counselling, assessment and diagnosis and CBT (see program guidelines) within respective discipline**



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**Experience**

- Clinical skills and significant post graduate experience in working with people who have a mental health disorder in a primary care setting
- Experience of working within a multidisciplinary team

**Personal Skills/Abilities**

- Ability to work with and relate well to general practitioners, other health care providers and consumers
- Ability to work independently in a small team or solo environment
- Initiative to take responsibility for maintaining and developing clinical skills
- Ability to administer and interpret appropriate outcome tools
- Well-developed communication skills, both verbal and written
- Ability to undertake consultation and liaison when required
- Willingness to maintain accurate and timely records of clinical interventions on an electronic patient data base

**Knowledge**

- An understanding of contemporary therapies for the treatment and management of mental health disorders
- Knowledge of, or demonstrated ability to gain knowledge of, local services relevant to mental health consumers
- Knowledge of SA Mental Health Act, 2009

**4.2 Desirable Requirements**

**Experience**

- Experience working in a primary health care setting (working in a private practice setting would be an advantage)
- Experience in working with community members from diverse social, cultural and linguistic backgrounds

**Knowledge**

- Knowledge of current Medicare item numbers and business pathways that can assist general practice to deliver improved mental health care
- Computer skills in the Microsoft Windows environment
- Occupational Health, Safety and Welfare Act, policies and practices
- Equal Opportunities Legislation, policies and practices

**End**