



Murray Mallee  
General Practice  
Network



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

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



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## Vacancy Information:

- Position:** *Allied Health Professional– Victor Harbor*
- 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. TOIL & 5 weeks Annual Leave, all of which will significantly boost your overall package.*
- Status:** *Part time 0.8FTE Monday to Thursday*  
*Fixed term until 30 June 2021*
- Closing Date:** *Wednesday 4<sup>th</sup> March 2020*

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

headspace Victor Harbor is seeking an Allied Health Professional (HPSO1) to join our Victor Harbor team, committed to providing services for young people, their families and carers in the Fleurieu. The headspace team is committed to a cooperative, multidisciplinary model of care to support the best outcomes for young people across the Fleurieu Region.

We are looking for a suitably qualified Allied Health Professional for the HPSO1 position with registration with your relevant professional body and /or registered with APHRA (Psychologists, Occupational Therapists, and Mental Health Nurses) or eligible for membership with AASW (Social Workers). Experience in providing support to young people in a case management capacity and run group programs will be an advantage.

Remuneration will be negotiated dependant on skills, experience and qualifications. Our organisation offers generous salary packaging options, 5 weeks Annual Leave & TOIL, in addition to a flexible and supportive working environment.

Job description and advice on how to apply can be obtained on our website: [headspace.org.au/murraybridge](http://headspace.org.au/murraybridge). All enquiries to Suzanne Fuzzard at [suzannef@mmgpn.org.au](mailto:suzannef@mmgpn.org.au) or phone (08) 8531 2122.

Applicants are requested to send a covering letter, addressing the key selection criteria, and resume to the Centre Manager, PO Box 558, Murray Bridge 5253 or emailed to [suzannef@mmgpn.org.au](mailto:suzannef@mmgpn.org.au) by **COB 4<sup>th</sup> March 2020**.

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 a covering letter, addressing the key selection criteria and resume, to Centre Manager, PO Box 558, Murray Bridge 5253.

All enquiries to Suzanne Fuzzard at [suzannef@mmgpn.org.au](mailto:suzannef@mmgpn.org.au) or phone (08) 8531 2122.

**COB 4<sup>th</sup> March 2020**

## 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 to the 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, headspace Mt Barker and headspace Victor Harbor which provides holistic early intervention services through a range of primary health care providers and consortium partners.

## Mental Health Team

Mental Health Clinicians provide from our Adelaide Road offices and through General Practices in outlying communities including, but not limited to Karoonda, Mannum, 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. It includes an area of 23,000 square kilometres from the eastern Adelaide Hills through to the Victorian border.

The Princes 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 TQCSI. Our accreditation status is oversighted 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.



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- 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)



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## JOB AND PERSON SPECIFICATION

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- Title of Position:** Allied Health Professional - headspace
- Classification Code:** MMGPN EBA 2017 – HPSO1  
(dependent on qualifications and experience - salary sacrifice arrangements are available)
- Status of employment:** Contract position - Renewal dependent upon ongoing funding and performance.

Approved by Chief Executive Officer July 2019

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## POSITION SUMMARY

The mission of **headspace** is to reduce the burden of disease in young people aged 12-25 years caused by mental health and related substance abuse disorders through early identification and effective, evidence-based intervention delivered by primary care and specialist providers working together within a unified, accessible and integrated service framework. **Headspace** is funded through the Country SA Primary Health Network.

The **headspace** program is under the auspices of the Murray Mallee General Practice Network as the Lead Agency and is supported by a range of consortium partners who share the **headspace** vision.

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## JOB SPECIFICATION

### Summary of the broad purpose of the position

The Allied Health Professional delivers a range of activities within the **headspace** program. The position provides services for youth aged 12-25, with a focus on mental health and substance misuse. The Allied Health Professional role is critical in promoting linkages between the primary care, vocational/educational and social recovery sectors and includes youth engagement, screening, counselling, referral, advocacy and care coordination.

The Allied Health Professional primarily provides services to Young People with Mild – Moderate risk/needs, however, may work with Young People with Complex Psychosocial needs providing support and care co-ordination.



Under supervision and with appropriate professional development the AHP may provide therapeutic support to young people with complex mental health needs, within their scope of practice.

### **Reporting/working relationships**

The Murray Mallee General Practice Network is the lead agency for **headspace**. The Allied Health Professional is employed by the Murray Mallee General Practice Network. The Allied Health Professional will operate within the **headspace** team and will report to the local Team Leader for that site.

### **Specific conditions**

- The position will be primarily based at the headspace site, or elsewhere as reasonably directed by the employer.
- Participation in regular performance management reviews is required.
- Flexible working hours (some out of business hours and weekends) may be required for which time in lieu may be taken.
- Intrastate travel, particularly throughout the headspace region will be required.
- Current driver's license required.
- A vehicle is available for work purposes. If use of own vehicle is required for work purposes reimbursement will be made as per the rates determined by the relevant Modern Award.
- Current comprehensive insurance of any vehicle used for work purposes is required and should be presented for sighting annually.
- Participation in annual performance review & development appraisals at least every 12 months
- Tertiary qualifications in an Allied Health field

### **Statement of key responsibilities and duties:**

1. Youth Engagement
  - Implement a range of activities to engage young people in services provided by **headspace** and in the management of their own mental health, drug and alcohol problems and vocational support requirements
2. Initial Screening
  - Assist in screening of young people to identify potential mental health or drug and alcohol issues or young people who may be at risk.
3. Supportive Counselling and Therapeutic Interventions
  - Provide or refer young people to counselling that uses a range of therapeutic interventions (within the worker's scope of practice), a young person's strengths and social supports, to help them address and manage current issues. This may include delivery of group-based services.



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### 4. Drug & Alcohol Counselling

- Provide appropriate harm minimization counselling/motivational interviewing or refer young people to specialist counselling that aims to help people address their substance abuse and the effect it is having on their life.

### 5. Skills Training

- Provide training and skills that will assist young people to better manage or cope with the impacts of mental health or drug and alcohol problems or that may assist young people at risk to better manage e.g. life skills, anger management, conflict resolution, sleep hygiene and physical exercise.

### 6. Referral

- Assist in the guided referral of young people to appropriate clinical or other services either within **headspace** or external agencies.

### 7. Coordination of Care

- Assist young people to access the range of services they need. Case management is a core aspect of service provision.

### 8. Advocacy on Behalf of Young People

- Provide advocacy related services to other workers, agencies and employers.

### 9. Family Support

- Work with family members to seek to understand the ways in which they might provide support to their young person with mental health or drug and alcohol issues and the support they might require in their caring role.

### 10. Provision of Mental Health/Drug & Alcohol Related Information.

- Provide information on mental health and drug and alcohol issues to young people with issues or those at risk.

### 11. Provision of Outreach Services

- Implement a range of youth services and activities according to need and centre capacity in the broader areas of the headspace region.

### 12. Community engagement

- Implement community engagement activities to involve young people and other key stakeholders in planning, implementing and evaluating **headspace** programs and activities as required by the Community Engagement team.

### 13. Contribution to the services provided by the **headspace** platform.

- Provision of appropriate written and verbal reports when assessing and/or evaluating a young person's progress and maintaining accurate records in the form of clear case notes and reports.
- Use of relevant data collection tools as required.
- Provision of relevant project reports as directed by the **headspace** Clinical Manager.





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- Attending relevant staff training resulting in individual development, enabling an effective service to young people.
- Actively participating in supervision support sessions, team and staff meetings, and planning days with headspace staff and external agencies.
- Contribute to the evaluation and assessment of team programs and processes.

14. Other responsibilities:

- Occupational Health and Safety  
Ensuring a safe working environment always by maintaining effective work practices, adopting procedures and practices that comply with the Occupational Health and Safety Act, and taking reasonable care to protect your own health and safety and the health and safety of others
- Equal Opportunities Legislation  
Promoting and implementing policies and procedures and the prevention of harassment, bullying and intimidation.
- Professional Codes of Conduct and Ethics  
Complying and practicing within relevant Federal and State Legislation and the profession’s code of practices/ethics

15. Other duties as directed.

## **CHILD PROTECTION**

In accordance with the South Australian Children’s Protection Act 1993, the successful applicant will be required to attain and hold a current National Police Certificate prior to employment.

Murray Mallee General Practice Network require all staff to undertake the following Department Community & Social Inclusion (DCSI) screening checks:

- Child Related Employment Screening
- Vulnerable Person Related Employment Screening

The incumbent is required to either currently hold or be trained in (within the first three months of employment) Child safe environment

## **WORK HEALTH & SAFETY**

- The employee has a responsibility to protect his or her own health and safety at work, as well as co-workers & clients.
- The employee has a responsibility to abide by the organisations WH&S policies and direction as set out in MMGPN’s Operation Manual.
- The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work



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*and in particular, so far as is reasonable, shall:*

- use any equipment provided for health or safety purposes
- obey any reasonable instruction that the employer may give in relation to health or safety at work
- comply with work health and safety policy in the workplace
- ensure that he or she is not, by the consumption of alcohol or a drug, in such a state as to endanger his or her own safety at work or the safety of any other person at work.

**PERSON SPECIFICATION**

**ESSENTIAL MINIMUM REQUIREMENTS**

**Personal Skills/ Knowledge / Experience**

Educational/Vocational Qualifications

Tertiary qualifications in an Allied Health field

- Social Workers must be eligible to be a member of the AASW
- Occupational Therapists must be eligible for membership of professional association. Must have APHRA membership
- Psychologists - A Master’s Degree in Clinical Psychology or its equivalent  
- Registered under the provisions of the Psychological Practices Act, 1973 Must have APHRA membership
- Psychiatric Nurses – RN with psychiatric qualification and experience in a community setting. Must have APHRA membership

Personal Abilities/Aptitudes/Skills

- Ability to relate to young people and their families and to work with them to achieve change and quality outcomes.
- Ability to work within a multidisciplinary team.
- Ability to design, develop, evaluate and participate in programs for young people, on an individual, group or family basis.
- Ability to contribute to considered discussion with young people, and with the team, about client needs and appropriate ways to meet those needs.
- Ability to work in conjunction with, and be sensitive to, the needs of different cultural groups.
- Ability to communicate effectively verbally and in writing with other employees, clients and their families, members of the community, and both government and non-government agencies.
- Ability to perform multiple tasks and meet deadlines
- Competent computer skills.
- Hold a current driver’s license

Experience

- Experience in the community services sector working with young people

Knowledge and understanding of:

- adolescent development and family relationships.



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- mental health and drug and substance issues
- the education and training sector
- computer skills in the Windows environment
- Occupational Health, Safety and Welfare Act, policies and Practices
- Equal Opportunities Legislation, policies and practices

### **DESIRABLE REQUIREMENTS**

(To distinguish between applicants who have met all the essential requirements)

#### Experience

- working with youth, families, agencies and communities.
- program delivery and development
- assessment and referral of young people.
- computer client data base tools
- counselling with individuals and families and/or group work

#### Knowledge

- Individual and group activity planning for young people
- Appropriate community resources for families and adolescents.
- Knowledge of, and experience in, recreational, practical and social learning programs for families of adolescents

### **ORGANISATIONAL REQUIREMENTS**

#### **COMPLIANCE**

- Be aware of and adhere to MMGPN’s policies and procedures
- Display a commitment and passion for MMGPN Values

#### **OTHER RESPONSIBILITIES:**

- Equal Opportunities Legislation  
Promoting and implementing policies, procedures, and the prevention of harassment, bullying and intimidation.
- Professional Codes of Conduct and Ethics  
Complying and practicing within relevant Federal and State Legislation and the profession’s code of practices/ethic

Incumbent is obligated to refer to their job and person specification along with MMGPN’s Manuals and Registers and other relevant Roles and Responsibilities statement as required

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**SIGNED:**

**SIGNED:**

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**Chief Executive Officer**

**Employee**

**PRINT NAME:**

**PRINT NAME:**

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**Date:**     /     /

**Date:**     /     /

*The duties and responsibilities for this position should not be considered as limited to the above activities. Duties may be added, deleted or modified, in consultation with the incumbent, as necessary. Job Descriptions and staff performance will be reviewed regularly.*

**End**