



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

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

**Vacancy Information:**

*“Healthy and resilient people and communities”*



**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, five weeks Annual Leave, and a flexible and supportive working environment*

**Status:** *Part Time FTE 0.6*

**Closing Date:** *open*

**Salary \$58 658 - \$65 349 (annual salary pro-rata)**

*iREACH Rural Health (formerly Murray Mallee GP Network) provides health services in regional South Australia. Our team is continuing to grow, and this exciting opportunity will allow the right candidate to make a difference in our communities.*

**To learn more about our organisation, visit: [www.ireach.org.au/About-Us](http://www.ireach.org.au/About-Us)**

**About the roles:**

***An exciting opportunity has arisen within our growing organisation.***

- to work with the iREACH team to deliver targeted recovery based interventions across the life span
- Work within our dynamic team providing therapeutic individual and group sessions with a trauma informed lens
- Opportunity to work within a holistic model that values diversity, innovation and client centred care

**About You:**

- Undergraduate qualification in any of the following: Psychiatric Nursing, Psychology, Social Work or Occupational Therapy
- Mental health accreditation with AASW (or working towards accreditation), or be registered with APHRA as required by your professional body
- You are someone with outstanding communication and interpersonal skills, and thrives working within a team as well as independently
- People experienced in working with children are encouraged to apply
- Department of Human Services Working with Children Check and Vulnerable Person Related Employment Screening checks

**What's in it for you?**

- A flexible and supportive working environment
- A competitive salary in recognition of your qualifications and experience
- Modern and welcoming office spaces
- 5 weeks of annual leave
- Training Opportunities
- Generous salary packaging options to increase your take-home pay
- Birthday Leave – a paid day off to celebrate.

***Applications close 5pm Friday 10th November 2023.***

- Job description and advice on how to apply can be obtained on our website: [www.ireach.org.au/join-our-team](http://www.ireach.org.au/join-our-team)
- Copy of your resume, and an application addressing the job and person specifications, should be forwarded with the names of two current referees, to the Clinical Services Manager, Lisa Courtney via email [lisac@ireach.org.au](mailto:lisac@ireach.org.au)

***Applications are reviewed as they come, so do not wait for the closing date, apply today!***

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For more information, contact **Lisa Courtney, Clinical Services Manager on 8531 1303.**



We are an equal-opportunity employer and value each person’s uniqueness. We embrace diversity and welcome applications from people of all backgrounds and communities, including Aboriginal and Torres Strait Islander people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and people with disabilities.

***Please be aware that only shortlisted candidates will be contacted. We are an equal opportunity employer and value each person’s uniqueness. We embrace diversity and welcome applications from people of all backgrounds and communities including Aboriginal and Torres Strait Islander people, people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and people with disabilities***

This information package contains information about the iREACH Rural Health Inc, and guidelines on submitting your application.

You will find within this information package:

- **An overview of the iREACH Rural Health Inc**
- **Position Description & role requirements.**

### **How to apply:**

Applicants are requested to send a copy of your resume, and application addressing the job and person specifications and forwarded with the names of two current referees, to the Clinical Service Manager, Lisa Courtney via email [lisac@ireach.org.au](mailto:lisac@ireach.org.au)

### **About Us:**

Established in 1995 as the Murray Mallee Division of General Practice, the organisation has evolved to become the **iREACH Rural Health**, 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 iREACH Rural Health 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

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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 iREACH Rural Health 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.

iREACH Rural Health 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/>

### **Seeking employment with the iREACH Rural Health:**

Job seekers considering employment with the iREACH Rural Health 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 iREACH Rural Health.

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 iREACH Rural Health, 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,

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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 iREACH Rural Health 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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**Title of Position:** Senior Mental Health Clinician

**Classification Code:** MMGPN EBA 2017 – HPSO 2, RN 2

(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: June 2023

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## COMPANY

The Murray Mallee Division of General Practice (iREACH) was established in 1995 as a member-based, not-for-profit, incorporated body registered under the Associations Incorporation Act 1985. It was funded through the Divisions of General Practice Program with the stated aim to *“Improve health outcomes for patients by encouraging GPs to work together and to link with other health professionals to upgrade the quality of health service delivery at the local level”*.

During the period of government health reform from 2013-14, the organisation evolved to become an independent provider of primary health care services, predominantly funded through the Country SA Primary Health Network (PHN) and other levels of government and Medicare-funded services.

Our **organisational governance** is overseen by a skills-based Board, including elected and appointed members with identified skill sets. Our **clinical governance** is overseen by a regional group of primary care clinical leaders and managers. Quality improvement and the promotion of service excellence through best practice are the central focus of our work. **Community and consumer engagement** in the planning, managing, and evaluating of our services are integral to our operations.

We provide continuing professional development programs, which our local GPs and medical specialists highly value. We also offer education and support programs for practice managers, nurses and allied health clinicians.

Our core business includes primary health, mental health and AOD health services to our local communities. In addition, we offer outreach services to smaller and geographically isolated communities and provide services at low or no cost to clients.

The organisation is administered from its premises in the Rural City of Murray Bridge. Clinical services are provided on-site, with a serviced reception area and consulting rooms utilised by a range of private and project-funded allied health professionals. In addition, youth mental health and drug and alcohol services are provided through the **headspace** Murray Bridge (and the **headspace** Victor Harbor satellite site) and **headspace** Mount Barker.

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Outreach services are provided to larger towns, including Mannum, Meningie, Tailem Bend and Karoonda. One of our most outstanding achievements has been the significant improvement in access to allied health services for our isolated rural communities.

iREACH employs or contracts a range of allied health workers within its suite of funded programs and private providers. This includes nurses, psychologists, social workers and AOD Workers. In addition, organisational and clinical managers support the qualified and experienced allied health workforce; and comprehensive program guidelines, policies and procedures.

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## **JOB SPECIFICATION**

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At iREACH, we have a clear vision of where we are heading as an organisation. Our vision and core values clearly communicate and reinforce how we will get there. Our core values provide the basis of our team conduct and underpin our corporate character and organisational culture.

### VISION

Healthy and resilient people and communities

### CORE VALUES

inclusivity and diversity

Respect and compassion

Empowerment

innovAtion

Connection

Hope

### **1. Purpose**

iREACH job specifications provide employees with a description of specific role expectations and functions. The roles and responsibilities reflect our values and ensure accountability toward achieving the iREACH vision. We seek to be a responsive and flexible organisation, and it is anticipated that individual roles will change over time. Job specifications will change with them. Role descriptions need to evolve and continue to be correctly classified as these changes occur. The duties and responsibilities outlined should not be considered definitive.

### **2. Role Description**

The Senior Mental Health clinician provides clinical services in collaboration with general practice and other mental health providers to enhance people's health and mental health outcomes. 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 care system.

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.

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The Senior Mental Health Clinician (SMHC) is a clinician who, through education, training, and experience, can effectively contribute to delivering focused psychological strategies to clients presenting with a range of mental health disorders in the primary care setting.

The SMHC will:

- 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, and other drugs (AOD) and primary care service organisations in the region

### **3. Role Accountabilities**

The Senior Mental Health clinician contributes to efficient mental health service delivery, supporting doctors, medical staff, patients and other health-related agencies.

The Senior Mental Health Clinician (SMHC) works across several funded programs, including, but not limited to, Psychological Therapies (PTS), Clinical Care Coordination (CCC) and Mental Health Shared Care with General Practice programs.

- The SMHC is accountable to the iREACH Clinical Services Manager, who also provides clinical guidance and support
- External clinical supervision arrangements will be negotiated
- Represents iREACH at local, state and national meetings and conferences and other relevant forums
- Participate in Performance Reviews & Development Appraisals at least every 12 months
- The SMHC is responsible for practising within the philosophy of iREACH and its aims, policies and protocols and the standards of the incumbent's professional discipline

### **4. Key Performance Indicators (KPIs)**

KPIs are set measurable and achievable goals for improving core business activities and delivering on contractual objectives. KPIs will align with changing business requirements.

- The employee is required to deliver the prescribed KPIs for the role.
- Individual role KPIs are documented annually and will be measured to evaluate the employee's performance.
- KPIs will be assessed regularly through structured face-to-face discussions.

### **5. Delegated Authority**

The employee is required to comply and refer to the Corporate Governance Policy: 'Delegation of Authority' and associated Schedule for the authority levels assigned to this role.

### **6. Customer Service**

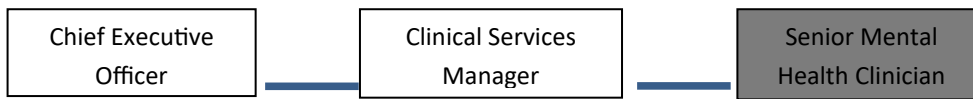
It is the responsibility of all employees of iREACH to maintain agreed customer service standards to both the external and internal customer base.

### **7. Reporting/Working Relationships**

- May represent iREACH at local, regional, state and national meetings, conferences, and other relevant forums.
- Participate in Performance Review & Development Appraisal at least every 12 months.



## 8. Organisational Chart



## 9. Special Conditions

- Services will be provided at several locations, and regular travel to outlying communities is expected
- After-hours work may be required, for which time off in lieu (TOIL) of overtime may be taken
- Current SA driver's licence essential
- Some use of own vehicle may be required depending on the availability of iREACH vehicles; reimbursement will be paid at a rate 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
- The incumbent will be subject to an annual performance review.
- Current and full registration with the appropriate registration authority (AASW or AHPRA)
- Exercise delegated authority in accordance with the Corporate Governance Policy: 'Delegation of Authority'.

## 10. Child Protection

- As per the South Australian Children and Young People (Safety) Act 2017, the successful applicant will be required to demonstrate that they hold a current National Police Certificate before employment.
- iREACH Rural Health requires all staff to undertake the following Department of Human Services (DHS) screening checks:
  - Working with children check (WWCC)
  - 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 Environments.

## 11. Work Health and Safety

The SMH clinician is required to:-

- Take responsibility for effectively checking (monitoring, observing, inspecting and auditing) to ensure that risk-based management systems and plans are in position and successfully implemented
- Acquire and keep up-to-date knowledge of work health and safety matters
- Ensure that appropriate resources and processes are available and utilised to enable hazards associated with the operation of the role are identified and risks eliminated or minimised
- Ensure that the appropriate process is followed for receiving and considering information regarding reported incidents/hazards and risks, and these are responded to in a timely way
- Ensure as far as reasonably practicable that employees, visitors and contractors, whilst at an iREACH worksite, are safe from injury and risk to health
- Provide adequate information, instruction, training and supervision of all employees in matters relating to WHS
- Provide adequate resources to maintain and continuously improve system performance, including maintaining ongoing compliance with legislation, standards, principles and guidelines.

The employee is responsible for protecting their own health and safety at work, as well as co-workers & clients.

The employee is responsible for abiding by the organisation's WH&S policies and direction as set out in

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iREACH's Standard Procedures Operation Manual.



The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work 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 concerning health or safety at work
- comply with work health and safety policy in the workplace
- ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their safety at work or the safety of any other person at work.

## **12. STATEMENT OF KEY RESPONSIBILITIES AND DUTIES**

See under sections 2 and 3, role description and role accountabilities.

### **COMPLIANCE**

- Support the aims and objectives of iREACH through understanding and implementation of the iREACH Strategic Plan
- Be aware of and adhere to iREACH's policies and procedures
- Display a commitment and passion for iREACH values
- Employees are required to read, understand and comply with all policies, procedures and any reasonable direction whilst demonstrating professional workplace behaviours in accordance with the iREACH Code of Conduct

## **13. PERSON SPECIFICATION**

### ***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). Provisionally registered Psychologists seeking to undertake supervised practice will be considered upon the negotiation of suitable supervision arrangements.
- Registered Nurses (must have post-graduate tertiary mental health qualification)
- Occupational Therapists (must have mental health credentialing and be registered with AHPRA)
- Current National Police Check
- Current Child Safe Environments training and Working with Children's Check.

#### ***Experience***

- Clinical skills and a desire to gain or increase existing 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 database

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***Knowledge***

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

***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
- A sense of humour

***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

*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**