

JOB DESCRIPTION

Intake and Assessment Clinician

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting NSW.ACT is responsible for the social justice, community services and chaplaincy work of the Uniting Church in NSW and the ACT.

We provide care and support for people through all ages and stages of life, with a focus on people experiencing disadvantage and vulnerability. Our purpose is to inspire people, enliven communities and confront injustice.

We value diversity and always welcome everyone exactly as they are. We are **one of Australia's largest and most trusted Service Providers for Children, Youth and Family programs** which is made up of a team of **diverse, purpose-led people** who really are making a difference to the world around them.

ABOUT THE ROLE

Role Purpose

This role is responsible for providing intake, triage, assessment, collaborative care planning and clinical care coordination with the aim of improving an individual's mental health, physical health, and overall wellbeing.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the team through the following:

- Maintain a high standard of conduct and work performance based on Uniting's values to promote our reputation with key internal and external stakeholders.
- Ensure integration and collaboration across Uniting programs to deliver seamless and impactful end to end services with the customer at the centre.
- Actively engage and participate in the performance management framework and review processes at Uniting.
- Act in a manner which upholds and positively reflects the Uniting Code of Conduct and Ethical Behaviour.
- Contribute to a culture of openness, feedback and productivity.
- Model, communicate and act in ways that are consistent with our values of Bold, Respectful, Imaginative and Compassionate.
- Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.

- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As an Intake and Assessment Clinician, your role specifically will:

- Provide triage and assessment to consumers accessing support using a holistic biopsychosocial approach. Where possible, triages include warm transfers of clients to other relevant services.
- Support and facilitate referral to appropriate services, including specialist, educational, housing, drug and alcohol, vocational and employment programs, based on the need of the consumer.
- Provide care coordination to consumers to assist them in achieving the goals and action outlined in their care/management plan.
- Complete case formulation at care coordination meetings and clinical case reviews, demonstrating collaborative care planning and identification of needs.
- Provide primary mental health support to consumers by establishing links with key stakeholders, clinical pathways, community organisations and utilisation of existing partnerships to provide holistic care.
- Complete holistic assessments which consider assessment of co-occurring concerns, such as drug and alcohol issues and complex risk assessment.
- Provide short-term, evidence-based intervention using Best Practice Models for consumers, in a one-to-one or group setting.
- Work with consumers, their families, and service providers in the community to increase mental health literacy, and promote awareness of primary health issues.
- Provide appropriate feedback to and ongoing education of service providers, and the general public.
- Make recommendations that improve the pathways of care and allow future pathway of care development.
- Maintain data, reporting management, and consumer information, ensuring that records are accurately documented, stored and meet both organisational and legislative requirements.
- Escalate risk to the senior clinician and/or management team in a timely manner.

ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate:	Communities
You'll report to:	Team Leader/Service Manager

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.

- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
 - **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
 - **Develops and Grows the Business** - Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
 - **Makes Sound Decisions** - Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.
-

QUALIFICATIONS & EXPERIENCE

Qualifications:

- Tertiary qualifications in Nursing, Occupational Therapy, Psychology or Social Work, or equivalent and relevant to the field of work.
- Full registration with the relevant profession body (such as AHPRA), or eligibility for membership with the AASW.
- Current Australian Driver's License.

Experience:

Typically, this role will require one (1) or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will possess good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

In addition to the above, you'll have:

- Proven ability to provide triage and assessment of individuals with preference for assessment skills in a mental health setting.
- Previous experience providing evidence-based clinical practice.
- Willingness to collaboratively plan and coordinate a comprehensive bio-psycho-social approach and interventions to meet the needs of consumers.
- Demonstrated ability to work effectively within a multi-disciplinary team and to contribute to a culture of hope, optimism and recovery for consumers and their families/ significant others.
- Sound ability to collaborate, consult and liaise with other professionals and services.
- Ability to use relevant Information Technology and electronic recording systems and data management tools and commitment to comply with same
- Ability and willingness to maintain documentation of clinical care and actively contribute to clinical review processes and planning for consumers within a recovery framework.

Even better:

- Prior experience using electronic databases and record keeping.
- Experience working in a strengths-based recovery framework.

Employee Name:	Insert employee name	Manager's Name:	Insert manager's name
		Title	Insert manager's title
Date:	Insert date	Date:	Insert date
Signature:		Signature:	