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| **Organisation** | NSW Health |
| **Local Health District / Agency** | Northern NSW Local Health District |
| **Position Classification** | Clinical Nurse Specialist Gde 2, Occupational Therapist Lvl 3, Psychologist,  Social Worker Lvl 3 |
| **State Award** | Health and Community Employees Psychologists (State) Award NSW Health Service Health Professionals (State) Award  Public Health System Nurses & Midwives (State) Award |
| **Category** | Mental Health, Drug & Alcohol | Mental Health Clinician |
| **Website** | [www.nnswlhd.health.nsw.gov.au/](http://www.nnswlhd.health.nsw.gov.au/) |

# PRIMARY PURPOSE

Providing comprehensive and evidence-based eating disorder services within the specialist outpatient Child and Adolescent Eating Disorder Service Acting as an integral part of the multidisciplinary health care team providing a clinical service to patients/clients of the Northern NSW Local Health District (NNSWLHD) and their families Utiliisng extensive specialist knowledge and advanced clinical reasoning skills in the treatment of eating disorders. Providing clinical leadership and supervision to NNSWLHD clinicians, and other relevant stakeholders relating to eating disorders.

**COVID-19 VACCINATION COMPLIANCY**

The Public Health (COVID-19 Vaccination of Health Care Workers) Order 2021 commenced on 26 August 2021. The Order establishes mandatory requirements for health staff and persons working in health settings to be vaccinated with a COVID-19 vaccine. Mandatory COVID-19 vaccination will now be required for all NSW Health staff.

# ESSENTIAL REQUIREMENTS

* Bachelor of Occupational Therapy registered with AHPRA or relevant qualification in Social Work with eligibility for membership to Australian Association of Social Workers.
* To be appointed as a Level 3 Health professional evidence must be provided of three years' clinical experience and demonstrated experience of extensive specialist knowledge or a high level of broad generalist knowledge within the discipline as defined by the award definitions of a level 3 practitioner.

**OR**

* Registered with AHPRA and full registration with the Psychology Board of Australia

**OR**

* Registered Nurse with the Nursing and Midwifery Board of Australia with post registration qualifications

relevant to the position, with a minimum of at least 3 years full time equivalent experience in the management of clients with mental health conditions, particularly in working with clients with eating disorders and their families.

* Valid unrestricted driver’s license for use in NSW/Australia
* Valid NSW Employee Working with Children Check
* Responsibilities under WHS - Non-Supervisor  
  You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

# KEY ACCOUNTABILITIES

* Provide high level integrated care and specialist advice to patients/clients their families/carers and other health care professionals in accordance with NNSWLHD guidelines and evidence based, best practice knowledge to ensure optimal client outcomes.
* Apply higher level knowledge and experience in child and adolescent eating disorders to provide assessment, develop treatment plans and provide psychological interventions to children and adolescents and their families with eating disorders including family, group, and individual treatment modalities to optimize client outcomes
* Consult and confer with NNSWLHD staff, including participating in complex case conferences, in order to ensure that the needs of clients and families are understood and a coordinated approach is undertaken in relation to treatment and follow-up
* Provide safe, clinically accountable person centered care utilising the principles of Trauma Informed Care and Recovery to ensure optimal outcomes for clients/patients.
* Engage in quality improvement activities and service evaluation as appropriate to achieve continuous high quality service provision.
* Work collaboratively with the multidisciplinary team in planning, implementation and evaluation of care provision to ensure that the Eating Disorder Service meets its identified objectives within the required timeframes.

# KEY CHALLENGES

* Managing time and prioritising the clinical workload within finite resources, to ensure the delivery of optimum standards of practice that meet patient needs and expectations.
* Contributing, in an environment of constant change and increased reliance on information technology, to improving the ways in which members of the health care team work together to provide treatment, care and support.
* Working with at risk, vulnerable and distressed clients, families and carers.

# KEY RELATIONSHIPS

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| **Who** | **Why** |
| CAMHS Service Manager | Professional and operational leadership and management. |
| NSW Eating Disorders Coordinator | Implementation of local NNSW LHD Eating Disorders Service and Workforce Development Plan. Provide guidance, direction and feedback in relation to the delivery of quality patient care. |
| Children and adolescents and their families/carers and other health care professionals and service providers | Provide appropriate high quality person and family-centered care that meets the needs and expectations in line with the CORE values. |
| Multi-disciplinary team | Collaborate and coordinate to provide efficient and effective person-centered care. |
| Health care and service providers from outside of Northern NSW Local Health District | Develop or enhance existing external partnerships with key services. Liaise with other relevant service providers to ensure smooth continuum of care between services. |

**SELECTION CRITERIA**

1. Relevant qualification in Bachelor of Occupational Therapy registered with AHPRA or relevant qualification in Social Work with eligibility for membership to Australian Association of Social Workers; OR Registered with AHPRA and full registration with the Psychology Board of Australia; OR Registered Nurse registered with the Nursing and Midwifery Board of Australia with a post graduate qualification and with a minimum of at least 3 years full time equivalent experience in the clinical specialty (mental health).
2. Demonstrated clinical experience in the provision of assessment and treatment services in a Child and Adolescent Mental Health setting.
3. Demonstrated ability to deliver a variety of evidence-based therapy models for treatment of patients and their families experiencing eating disorders, including trauma informed care; skill in working with adults, young people, families and groups and the ability to liaise and consult with health, education, and welfare professionals involved in the management of clients and families.
4. Knowledge of the assessment, diagnosis and treatment of people with eating disorders using evidence based interventions. In particular, demonstrated knowledge and experience in the use of FBT (Family Based Treatment) and CBT-E.
5. Understanding and commitment to the ***NSW Service Plan for People with Eating Disorders*** (NSW Health).
6. Demonstrated ability to utilise problem solving skills and a multidisciplinary team approach in the planning, delivery and coordination of patient care
7. Demonstrated effective communication through the use of information technology, written, verbal and interpersonal skills with the ability to identify key messages, issues and concerns when communicating with others.
8. Demonstrated knowledge of the NSW Mental Health Act, the NSW Mental Health Competence Standards and National Practice Standards for Mental Health Workforce.
9. Ability to work in sites across the Local Health District as required or directed with a valid unrestricted drivers license for use in NSW and willingness to travel in the course of employment.

## OTHER REQUIREMENTS

### Professional Behaviour and Communication

All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

* Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image,

could lead to disciplinary action, including dismissal

* Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

All employees are responsible for:

* Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
* Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

### Workplace Culture

Your workplace behaviours and practices are expected to:

* Proactively contribute to a positive, productive and safe workplace culture
* Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

### Privacy

All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

* Privacy and Personal Information Protection Act 1998 (NSW)
* Health Records and Information Privacy Act 2002 (NSW)

### Performance

All employees will:

* Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
* Participate in an annual performance appraisal
* Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
* Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

### Quality Improvement

NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

* Be aware of and comply with their responsibilities under the Standards
* Actively participate in quality improvement initiatives within their teams
* Participate in organisation-wide quality improvement activities as required

### Workplace Health & Safety

All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

### Risk Management

All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).

All employees will:

* Identify and manage risks in your own area, and report risks to your manager which are beyond your capacity or authority to manage



# CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](http://www.psc.nsw.gov.au/capabilityframework).

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

**Level**

**Capability Group Capability Name**

**NSW Public Sector Capability Framework**

### Display Resilience and Courage Adept

Act with Integrity Adept

### Manage Self Adept

Value Diversity Intermediate

### Communicate Effectively Intermediate

Commit to Customer Service Intermediate

### Work Collaboratively Foundational

Influence and Negotiate Intermediate

### Deliver Results Intermediate

Plan and Prioritise Intermediate

Demonstrate Accountability Intermediate

Finance Foundational

### Technology Intermediate

Procurement and Contract Management Foundational Project Management Foundational



**Manage and Develop People**

**Intermediate**

**Behavioural Indicators**

**Group and Capability Level**

**NSW Public Sector Capability Framework**

**Personal Attributes** Display Resilience and Courage

Adept  Be flexible, show initiative and respond quickly when situations change

* + Give frank and honest feedback/advice
  + Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively
  + Raise and work through challenging issues and seek alternatives
  + Keep control of own emotions and stay calm under pressure and in challenging situations

### Personal Attributes

Manage Self

Adept  Look for and take advantage of opportunities to learn new skills and develop strengths

* + Show commitment to achieving challenging goals
  + Examine and reflect on own performance
  + Seek and respond positively to constructive feedback and guidance
  + Demonstrate a high level of personal motivation

### Relationships

Communicate Effectively

Intermediate  Focus on key points and speak in 'Plain English'

* + Clearly explain and present ideas and arguments
  + Listen to others when they are speaking and ask appropriate, respectful questions
  + Monitor own and others' non-verbal cues and adapt where necessary
  + Prepare written material that is well structured and easy to follow by the intended audience
  + Communicate routine technical information clearly

### Relationships

Work Collaboratively

Foundational  Work as a supportive and co-operative team member, share information and acknowledge others' efforts

* + Respond to others who need clarification or guidance on the job
  + Step in to help others when workloads are high
  + Keep team and supervisor informed of work tasks

### Results

Deliver Results

Intermediate  Complete work tasks to agreed budgets, timeframes and standards

* + Take the initiative to progress and deliver own and team/unit work
  + Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals
  + Seek and apply specialist advice when required

**Business Enablers** Intermediate  Apply computer applications that enable performance of more complex tasks

**Behavioural Indicators**

**Group and Capability Level**

**NSW Public Sector Capability Framework**

Technology  Apply practical skills in the use of relevant technology

* + - Make effective use of records, information and knowledge management functions and systems
    - Understand and comply with information and communications security and acceptable use policies
    - Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

**People Management** Manage and Develop People

Intermediate  Ensure that roles and responsibilities are clearly communicated

* + Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks
  + Develop team capability and recognise and develop potential in

people

* + Be constructive and build on strengths when giving feedback
  + Identify and act on opportunities to provide coaching and mentoring
  + Recognise performance issues that need to be addressed and work towards resolution of issues