

Position Description Psychologist

Position	Psychologist
Reports to	Denise Cran, Director / Principal Psychologist
Conditions of service	Casual with view to permanent part-time/full-time
Length of Position	Ongoing
Location	Western BACE, 222 Ferris Road, Melton South Travel will be required for out of office appointments and group work
Last reviewed by	Denise Cran, Director / Principal Psychologist, December 2017

About Discovering Strength

Denise Cran has been a registered Psychologist since the year 2000. As the founder of Discovering Strength, Denise is passionate about helping people with additional needs. She has always worked providing services to this population, targeting those who primarily live in the Western suburbs.

Discovering Strength is committed to providing cost effective services to children, adolescents, adults and their families. A community minded framework has been adopted working closely with schools, community programs, small businesses and other professionals. In addition to assessment and therapy, Discovering Strength provides opportunities for social skills development through group programs. It currently also operates a specialised Karate program for children with additional needs and a Technology group (subject to government funding).

What can a Psychologist expect working with Discovering Strength?

- Regular supervision will be provided however our team makes opportunities available for informal discussion and debriefing.
- Supervision will be provided free of charge.
- Flexibility to work the hours that suit you and to complete administration at home.
- Access to assessments and resources.

Position Summary

The Psychologist is primarily required to provide psychology services for clients who have been referred to Discovering Strength. This can include clients referred by General Practitioners, Paediatricians and other specialists, as well as clients referred through CAREinMIND (formerly ATAPS), FaHCSIA, NDIS, and Medicare programs. Psychologists may also be required to service clients referred through the TAC and Victims of Crime, and clients paying privately. The Psychologist will also be required to assist with client groups, undertake general administrative tasks and assist with marketing and client communications.

Key Responsibilities

Using their clinical skills, the Psychologist will, under the guidance of Denise Cran, provide services in the following key areas:

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Psychological Assessments

- Cognitive Assessment and Diagnosis of Intellectual Disability and Giftedness
- Learning Difficulties Assessment and Diagnosis of Specific Learning Difficulties
- Adaptive and Behavioural Assessment
- Autism Spectrum Disorder Diagnosis
- Behaviour Support Plans

Counselling and support to children, adolescents, and adults

- Behaviour Modification
- Cognitive Behaviour Therapy
- Emotion Coaching
- Narrative Therapy
- Mindfulness
- Transtheoretical Model of Behaviour Change
- Liaison with schools and other relevant people that the family see necessary to support the child or adolescent

Group Work

- Provide behaviour support to groups
- Establish and run own group

Administration Tasks

- Keep file notes in accordance with relevant legislation and professional guidelines
- Write Assessments
- Complete necessary correspondence back to referrers and other key stakeholders
- Complete reviews and discharge reports

Business Administration/Office Management

- Marketing to referrers
- Attend events
- Assist with diary management
- Assist with appointment confirmation letters
- Undertake supervision and training as per registration guidelines

Contribute to the overall improvement of Discovering Strength

- Raise issues
- Suggest improvements and new ideas
- Develop resources
- Share knowledge from any training undertaken

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Level of Responsibility

- Responsible to Principal Psychologist Discovering Strength – Denise Cran
- All work completed will be initially viewed by Principal Psychologist – Denise Cran

Professional Expectations

- Demonstrate a high degree of autonomy, self-motivation and professional judgment
- Operate within the scope of the role and adhere to professional work standards
- Work collaboratively with all stake holders
- Represent the organisation in a professional manner
- Work in a safe manner and report any workplace safety issues
- Develop, enhance and manage relationships with key stakeholders
- Develop and maintain effective and professional working relationships with colleagues
- Conduct all activities in accordance with relevant legislation policies, procedures and guidelines

Selection Criteria (Skills, Knowledge and Experience)

- Current registration with AHPRA
- Demonstrated interest in disability with some experience working in a related field
- Well-developed written and verbal communication and interpersonal skills including the ability to work individually and liaise with other professionals
- Basic computer skills with proficiency in using Microsoft Office software, Windows Operational systems, and willingness to learn relevant databases (HealthKit) and systems
- Willingness to undertake appropriate supervisory and mentoring interaction in accordance with accepted professional practice
- Current Drivers Licence
- Produce a satisfactory Police Check
- Hold a current Working with Children Check
- Disclose any pre-existing medical conditions