

Position Title: **Autism Spectrum Disorder (ASD) Coordinator**

Campus: Ballarat

Directorate: Operations

Department: Grampians Mental Health and Wellbeing Service

Reporting to: ICMHS Team Leader (Direct); and where applicable
Director of Psychology (Professional reporting line for Psychologists).

Appointment Terms/Conditions:

Classification and Code: Speech Pathologist or Occupational Therapist Grade 4; or
Registered Psychiatric Nurse Grade 4; or
Psychologist Grade 4.

Enterprise Agreement: Victorian Public Mental Health Services Enterprise Agreement
Medical Scientists, Pharmacists and Psychologists (Victorian Public Sector)
(Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Infant, Child and Youth Mental Health and Wellbeing Service provides timely access to secondary consultation, comprehensive mental health assessment, early intervention and evidence-based treatment for young people aged 0 to 25 years, their families and other services within the community. As a Senior Clinician you will have substantive professional experience and postgraduate qualification in your discipline. You will provide high quality, and recovery focussed assessment, psychosocial treatment, and care, to young people and their families that are evidence-based and best practice to enhance the person's recovery from mental health and wellbeing challenges. In addition, you will provide clinical supervision to mental health clinicians or students in your discipline. You will support your Discipline Lead in developing, implementing, and promoting discipline specific activity throughout GMHWS.

In holding the portfolio of ASD Assessment Clinic Coordinator you will coordinate the ASD referral, screening, assessment and diagnostic process, oversee the delivery of quality early intervention and ongoing clinical care within the mental health service and facilitate referral pathways to appropriate support services.

In addition to coordinating services and demonstrating leadership within the mental health service system regarding ASD, the local coordinators will be expected to link in with key service providers for example, paediatricians, disability services, early childhood services and student support services from the Department of Education and Early Childhood Development to assist with local coordination of ASD service delivery.

KEY ACCOUNTABILITIES

- Work collaboratively with the multidisciplinary ASD assessment team to provide high quality, accurate assessments, formulations and referral recommendations.
- Co-ordinate the recording and response to referrals for the ASD assessment team.
- Provide high quality reports and recommendations for young people who are assessed at the clinic.
- Develop and provide regular data reports regarding referrals and referral outcomes for young people who are referred to the ASD assessment clinic.
- Provide specialist consultations and targeted education opportunities for clinicians working with young people with neurodevelopmental disorders in Grampians Health. Provide any training required and within scope of practice to other clinicians in the ASD assessment team.
- Maintain knowledge and oversight of new funding opportunities including being a stakeholder in strategic planning to increase workforce capacity and capability, planning and utilisation of funding opportunities.
- Clinically manage a small caseload of clients within a multidisciplinary team that emphasises, practices and continually seeks to improve client-centred, trauma informed, family-inclusive, community based, evidence-based and best practices when required.
- Develop, administer, implement and review clinical treatment plans that target identified biological, psychological, and social needs of people and their families and include targeted evidence-based treatment strategies consistent with GMHWS policies, procedures and discipline- specific standards where required.
- Provision of secondary consultation as required to relevant community agencies concerning the assessment and management of young people who show complex neurodevelopmental, developmental, behavioural, and psychiatric symptoms.
- Provide a level of clinical leadership within the area of ASD, mentoring and role modelling to the ASD assessment team with a focus on contributing to the development of robust evidence-based models and systems of care, research and evaluation programs, monitor outcome measures and clinical KPIs.
- Maintain flexibility and ability to travel to other parts of the Grampians region to complete screening or assessment where required.

- Attend stakeholder meetings in person or using online platforms such as the State-wide ASD coordinators meeting through Mindful.
- Participation in relevant portfolios and committees as determined by the Deputy Operations Manager Active Recovery and/or ICMHS Team Leader.

Additional duties applicable to a Grade 4 Psychologist

- Provide supervision and training to other Psychologists (i.e., to Psychologists Grades 1, and/or 2 and/or 3) as delegated by the Director of Psychology.
- Provide additional leadership, coordination and contribute to the professional development of other Psychologists as directed by the Director of Psychology.
- Participate in staff recruitment and/or performance reviews.
- Be responsible for coordinating service reviews, quality projects, risk management activities as assigned by the Director of Psychology for the broader Psychology Discipline, and/or the Team Leader (ICHMS) for ASD.
- Be available to assist the Grade 5 Principal Psychology Educator with the planning, development and management of clinical teaching and clinical education of psychologists employed in the service, including programs for Interns and Registrars, and the coordination of professional development of Psychologists (as deemed appropriate).
- Provide expert level psychological assessment, treatment/intervention and consultative services, including providing consultation and education regarding neurodevelopmental disorders to treating teams for mental health consumers across the lifespan
- Provide secondary consultation, supervision and debriefing to other health professionals.

KEY SELECTION CRITERIA

Qualifications

Psychologist:

- Registered as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA).
- Specialist endorsement from the Psychology Board of Australia (PBA) in Clinical Psychology, Neuropsychology or Educational and Developmental Psychology
- PBA approved supervisor
- At least 10 years of experience, but no less than 8 years of experience as a registered psychologist, ability to practice psychology with a high degree of initiative and depth of experience.
- Expert knowledge of the methods, principles and practices of neurodevelopmental psychology and neurodevelopmental disorders.

Speech Pathologist:

- Minimum Bachelors Degree in Speech Pathology.
- Certified Practising status with Speech Pathology Australia.
- Minimum 5 years post graduate experience.

Registered Nurse:

- Registration with AHPRA as a Registered Nurse.
- Masters or Post Graduate Diploma in Psychiatric/Mental Health Nursing or equivalent.
- Minimum 5 years post graduate experience.

Occupational Therapist:

- Registration as an Occupational Therapist with the Australian Health Practitioners Registration Agency (AHPRA).

- Minimum of 5 years experience
- An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.).

Technical/Professional Knowledge and Skills

- Extensive experience working with Autism Spectrum Disorder or other developmental disorders. Demonstrate knowledge of typical and atypical childhood development including health, wellbeing, and emotional and psychological factors.
- Extensive experience in working in a multidisciplinary Autism Spectrum Disorder assessment team. Ability to conduct ASD diagnostic assessments, provide feedback and write detailed reports. Completion of Autism Diagnostic Observation Schedule (ADOS) training would be preferred but can be provided.
- Demonstrated understanding of the current discipline-specific standards of practice, code of ethics, legislation, and research.

Personal attributes

- Demonstrates an ability to provide leadership, including developing clinical expertise within the team through mentoring, training, teaching and supervision. Operates with a high level of individual integrity, responsibility and professionalism. Has the capacity to be a consistent and reliable role model within the team.
- Demonstrates effective communication and interpersonal skills; the ability to develop and maintain effective working relationships with patients, families, significant others, colleagues and other service providers such as health, education, welfare and child services, maternal child health services and private providers.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.