

<b>Position Title</b>	Program Lead Functional Recovery	<b>Reference</b>	hYEPP.TL-CCMATT:DWN
<b>Classification Award</b>	Health Professionals and Support Services Award 2010 or Nurses Award 2010 (Above Award)	<b>Hours</b>	Fulltime
<b>Reporting to</b>	Director – Operations & Performance (Centre Manager)	<b>Location</b>	Darwin
<b>Tenure</b>	Limited Tenure (June 30 <sup>th</sup> 2016)	<b>Cost centre</b>	hYEPP - 3410
<b>Division</b>	Mental Health	<b>Section</b>	Expanded headspace Darwin Centre
<b>Approved by</b>	Executive Manager, Mental Health & Wellbeing	<b>Date</b>	1 November, 2014
<b>Comment</b>	Anglicare NT is the Lead Agency of the enhanced headspace Darwin Centre. This position entails a senior clinical and leadership role within the Centre.		

## 1. AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our motto Respect Fairness and Community articulates our values of cultural respect, social justice and partnerships. As an organisation we are committed to child safe, strength based and community development practices. Join us in making a lasting difference in the lives of Territorians. Anglicare NT is the community services agency of the Anglican Church in the Northern Territory and member of Anglicare Australia.

We voluntarily undertake that all our staff and volunteers have criminal hx checks, working with children checks and safeguarding children training as we value the rights of children and young persons.

## 2. PURPOSE OF THE POSITION

The Program Lead, Functional Recovery Program (FRP) is responsible for the coordination of FRP program which incorporates recovery-based treatment on an individual and group program basis for the purposes of supporting young people who are experiencing a first episode of psychosis. This includes comprehensive treatment planning in conjunction with the primary case manager from the Continuing Care Team/Mobile Assessment Team (CCT/MAT) consistent with the EPPIC model of care.

The Program Lead, FRP will be an early recruit into the program during the early establishment, and as such, will be involved in assisting with the clinical implementation and early roll out of the new headspace Youth Early Psychosis program (hYEPP) which will be operational by 1 July 2015. This is a unique and exciting opportunity to be involved in building and integrating a new early intervention program for youth in the Northern Territory, with an existing successful headspace program run by Anglicare.

*Note the term expanded headspace Darwin Centre incorporates the existing headspace Darwin(hsD) Early Intervention/ Primary Care and Community Awareness service and the new headspace Youth Early Psychosis Program (hYEPP).*

## 3. SCOPE - *The FRP Program Lead will:*

- 3.1 Provide clinical leadership and line management for FRP staff and ensure adherence to the specialist clinical standards of the service in line with the hYEPP model of care based on the EPPIC 16 Core Components, and relevant National and Territory standards, guidelines and legislation.
- 3.2 Contribute to the development of innovative clinical services at the enhanced headspace Darwin Centre in collaboration with the primary Care/ intake and CCT/MAT teams.

- 3.3 Develop partnerships with key agencies in the community relevant to the treatment of young people experiencing, or at risk of early psychosis and/or a first episode psychosis.
- 3.4 Manage program resources effectively and efficiently and hold day to day responsibility for the performance of FRP services including engagement where appropriate of family/carers and peer based input.
- 3.5 Actively support a culturally inclusive, age and gender sensitive; youth focused family friendly service culture committed to youth & family/carer participation and proactive approaches to community awareness and education, innovation and partnership development.
- 3.6 Maintain productive relationships with the Lead Agency, Community Advisory Group, hNO, and key stakeholders and fulfil all internal and external reporting requirements.
- 3.7 Develop rosters for staff working flexible hours to best meet the needs of the client cohort.

## National context

The Australian government funded the formation of the headspace, National Youth Mental Health Foundation in 2006 to provide more integrated and coordinated responses for young people across primary care, mental health, alcohol and drugs, and social, educational and vocational issues.

In conjunction with Lead Agencies and local consortiums the Foundation will have established 90 headspace centres across Australia by the end of 2015. The Foundation continues to diversify and in 2011 e-headspace (a phone and online clinical service) was introduced, 2012 saw the national School Support unit assisting secondary schools affected by suicide and in 2013 the current roll out of the EPPIC model to other states and territories began; acknowledging the key role of early intervention in averting or minimising the impact of psychotic disorders on young people. Darwin has been selected as one of the sites for the implementation of the hYEPP.

## The enhanced headspace Darwin Centre is comprised of:



1. The **existing headspace Darwin service**, established in 2008, provides a range of early intervention youth mental health responses including clinical, counseling and support services to young people aged 12-25 years. Well-developed culturally inclusive youth participation, community education and partnership development initiatives are features of this successful service. Within the expanded headspace Darwin Centre this suite of activities will be known as the Primary Care & Community Education Team.
2. The **hYEPP** will provide early intervention, responsive, and recovery focused care for young people aged 12-25 years who are at risk of, or experiencing a first episode psychosis as based on the EPPIC model. The overall aims of clinical care within the hYEPP are to:
  - ✓ Detect early those young people who are experiencing, or at risk of, a first episode of psychosis;
  - ✓ Reduce the duration of untreated psychosis in order to minimise the impact of a first episode psychosis (FEP) on the normal developmental trajectory of the young person;
  - ✓ Intervene early and effectively with young people at risk of a first episode psychosis to prevent the onset of psychotic illness or minimize the duration of untreated psychosis (DUP);
  - ✓ Provide a responsive and seamless access to service for young people and their family/significant others experiencing a first episode psychosis; and ensure opportunities to connect with vocationally-based and other related community services to support recovery.
  - ✓ Enable both symptomatic and functional recovery from a first episode psychosis.

Within the enhanced headspace Darwin Centre the hYEPP model will be integrated with the Primary Care Intake and Community Awareness Team, to establish a combined Continuing Care and Mobile Assessment Team and the Functional Recovery Program (FRP) team, which will incorporate Clinical group programs, youth and family/carer participation, peer support and vocational & education assistance and related community services.\*Note this is a scaled down version of the full EPPIC model of care devised for a smaller population base.

3. An integrated youth friendly **de-stigmatised shared intake system** operating through a coordinated roster, using assertive and outreach engagement strategies for assessment and treatment.
4. **Multi-disciplinary teams** of Primary Care, Continuing Care/Mobile Assessment & Treatment and Functional Recovery Clinicians working in collaboration with Youth and Family/Carer Participation/Peer Support,

Vocation/Education and Community Education practitioners to build an accessible and fully integrated response to the individual health, mental health and wellbeing needs of young people and their families/carers.

5. **'YouthSpace' youth advisory group** and /or other gender, age, interest or issue specific advisory, activity or support groups as required will be resourced and supported through the collective efforts of Centre staff, Peer Support Workers and youth volunteers.
6. A **Community Advisory Group** comprised of the Lead Agency, Consortium members, key stakeholders from the public mental health system, non-government agencies and youth and family /carer representatives will inform strategic directions and be an accountability mechanism at the local level.

## 4. KEY RESULT AREAS AND ACCOUNTABILITIES

### 4.1 Implementation and roll out of hYEPP in Darwin and integration with the existing headspace service

#### Outcome

Work with the Operations Director (Centre Manager) and Clinical Director to assist with the establishment of the new hYEPP program in Darwin and successful integration with the existing Primary Care headspace service, so that it has a competent workforce, clinical systems, processes and service level agreements with Top End Mental Health and relevant community-based services as appropriate.

This will be achieved by:

- 4.1.1 Ensure the development of and continuing improvement of the clinical services delivered and provide clinical leadership, consultation and expertise to FRP clinicians in the delivery of mental health care to young people with a first episode psychosis or at Ultra High Risk (UHR) of developing a Psychosis and their families/carers.
- 4.1.2 Maintain high quality clinical skills through involvement in direct service delivery where appropriate and be available for expert consultation and provide direction to FRP clinicians and coordination of programs.
- 4.1.3 Ensure there are regular clinical review meetings with documented clinical treatment plans and chair the same in conjunction with a psychiatrist or psychiatric registrar, or designate a team member as appropriate.
- 4.1.4 Establish and monitor protocols, documentation and operational manuals that support the clinical functioning of FRP and contribute to the development of policies and procedures for the enhanced headspace Darwin centre. Ensure appropriate documentation within the electronic medical/clinical record occurs and that all reporting systems are utilised including the MDS for all clients.
- 4.1.5 Lead your team to ensure the development of strategies for the monitoring and improvement of the functional recovery program provision and evaluation of same.
- 4.1.6 Ensure the registration of all clients with eheadspace for after hours (24/7) support and that mechanisms are in place to handover relevant information between eheadspace and hYEPP.

### 4.2 Staff development and leadership

#### Outcome

Work with the Clinical Director and Operations Director to build and manage an expert team of clinical staff capable of providing the most effective care to youth at risk of developing early psychosis in Darwin or being treated for a first episode psychosis (FEP). Create a team based, high performing work culture, which creates strong integration links and bridges with the existing headspace staff and programs in Darwin and with key stakeholders.

This will be achieved by:

- 4.2.1 Leading and maintaining an experienced clinical team of staff who are engaged, youth-friendly, responsive, empathic and optimistic. Implement a recovery focused approach to bio psychosocial functional recovery programs for UHR young people within an early intervention framework or those being treated for a FEP, and reducing the duration of untreated psychosis (DUP) for the young person and their families/ carers.
- 4.2.2 Optimise the continuity of care through effective integration with other teams operating within the enhanced headspace Darwin centre. Develop and maintain strong partnerships with relevant mental health and other community services.
- 4.2.3 Ensure FRP clinicians are effectively trained, developed, supervised and supported to allow them to provide excellent and holistic treatment services in an optimistic, youth focussed, well-functioning team.

- 4.2.4 Develop and maintain a working environment conducive to a high standard of evidence based clinical practice. Hold regular staff meetings and team evaluation/review days.
- 4.2.5 Organise resources and rosters in a flexible and efficient manner to best manage workflow, commitments to assertive engagement and extended hours of operation as necessary and appropriate within resourcing.
- 4.2.6 Contribute to the strategic planning, policy development and vision for the service and participate in the Senior Management Group, represent the service as required and undertake any other duties as directed.

### **4.3 Clinical Practice**

#### Outcome

Ensure that practice occurs in line with clinical guidelines and any screening tools, assessment and review procedures are complied with by the clinical team. Assist the Clinical Director and Operations Director to identify quality improvement processes and support for the development and maintenance of best clinical practice within the enhanced headspace Darwin Centre, to incorporate hYEPP.

This will be achieved by:

- 4.3.1 Ensuring that assessment, risk assessment, crisis response and home based treatment are all given the same priority and that the team focuses on providing tailored individual, family and group programs to support the recovery of young persons whilst supporting clients in the community and routine of their daily lives.
- 4.3.2 Ensure all team clinical supervision, education, training and support is in place. Review any critical incidents and follow policy for same, offer debriefing, EAP and be available for any consultation on complex cases.
- 4.3.3 Ensure targets are developed and met and assist in any evaluation processes including collecting, recording and analysis of data. Ensure that the team completes all Minimum Data Set (MDS), statistical and/or outcome measurement tools as required along with the completion of all clinical documentation.
- 4.3.4 Ensure that any research and clinical activities of the services are well integrated and that any research findings are incorporated into the clinical practice of the staff and disseminated widely to other services.
- 4.3.5 Provide regular student clinical placement opportunities and engage in innovative workforce strategies for recruitment and ongoing development.
- 4.3.6 Represent the FRP and headspace at community forums and organisations, support the development of any service level agreements and actively promote and develop early intervention and EPPIC principles.
- 4.3.7 FRP Clinicians may be required to conduct some after hours group work with young people and/or with their families as negotiated in flexible working arrangement including a time in lieu arrangement.

## **5 General**

- 5.2.1 Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- 5.2.2 Adhere to Anglicare NT Policies and Procedures and general conditions of employment including annual criminal history checks, current working with Children (Ochre) Card and participate in The Safeguarding Children Program, which assists Anglicare NT to promote culture that safeguards children and young people from abuse.
- 5.2.3 Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- 5.2.4 Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- 5.2.5 Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- 5.2.6 Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- 5.2.7 Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- 5.2.8 Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.

- 5.2.9 Actively participate in supervision, performance reviews, professional development activities and training as required.
- 5.2.10 Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.

## **6. AUTHORITIES**

- 6.1 Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).
- 6.2 The number of direct reports (line management and clinical supervision) is up to 8.5 FTE staff.
- 6.3 Professional or task supervision for staff and/or students will occur within this role as long as the Supervisor meets the supervision requirements of the relevant discipline and/or educational institution.

## **7. POSITIONAL CRITERIA**

### **7.1 Inherent requirements specific to this position**

- 7.1.1 The position entails regular local and periodic regional and interstate travel. This is an active management role requiring some flexibility of hours, periodic On Call duties, and overall good health.

### **7.2 Qualifications/Registration**

- 7.2.1 Approved tertiary qualifications in relevant discipline and registration with the relevant regulatory body or membership of and adherence to the AASW standards for social workers, who are not required to register with a regulatory authority in Australia. Post graduate qualifications in a relevant discipline are highly regarded.

#### **Allied Health Positions**

##### ***Occupational Therapist***

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA) to practice with the National Board

##### ***Psychologist***

Registration as a psychologist under the Health Practitioner Regulation National Law Act (2009). Practice endorsement as a clinical/clinical neuropsychologist with the Psychology Board of Australia. Registration to practice as a supervisor with AHPRA.

##### ***Social Worker***

Approved degree in Social Work and membership of the Australian Association of Social Workers (AASW)

##### ***Registered Nurse***

Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent OR Bachelor Degree in Nursing or equivalent plus an approved postgraduate qualification in Psychiatric/Mental Health Nursing. Registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

### **7.3 Experience, Skills and Knowledge**

The incumbent is expected to work at a senior level with extensive clinical and leadership experience in acute mental health with a minimum of 5 years' experience. It is desirable that the incumbent has relevant post graduate qualifications.

#### *KEY SKILLS & COMPETENCIES*

##### *Leadership/Team management*

- 7.3.1 Demonstrated staff supervision skills and proven ability to provide clinical leadership and management of a multi-disciplinary team and to manage people and financial resources.
- 7.3.2 Ability to manage and roster, including if required, an on-call system for a clinical/operational team and to provide appropriate feedback, performance management review and support staff recruitment processes.
- 7.3.3 Highly developed and demonstrable interpersonal and communication skills (written and verbal), problem solving and negotiation skills.
- 7.3.4 Demonstrated ability to work effectively with other professionals and to lead innovation for a multi-disciplinary team as well as proven ability to be self-motivated and function autonomously.
- 7.3.5 Demonstrated ability to develop a team culture and processes that focuses on early intervention, engagement, responsiveness, recovery and home based treatment.

##### *Clinical*

- 7.3.6 Demonstrated ability to engage and work collaboratively with young people, their families/carers. Including specific knowledge and understanding of the developmental stages of young people and the impact that a first episode of psychosis has on development and the associated impact on families/carers others.
- 7.3.7 Demonstrated ability to collaboratively plan and coordinate care for young people and their families/carers and to ensure seamless team processes for all referrals and clinical work.
- 7.3.8 Flexibility in coping with organisational change and demonstrated capacity to be innovative in clinical and acute care approaches with young people and their families/carers.
- 7.3.9 Ability to maintain the philosophy, standards and policies of the EPPIC model of care within a hYEPP and to promote the recovery of young people with a first episode of psychosis and to create a team culture based on hope, optimism and a recovery framework.
- 7.3.10 Demonstrated commitment to clinical supervision, education, training and ongoing professional development and to ensure this is provided to all FRP clinicians.
- 7.3.11 Ability to ensure all team procedures, policies, protocols; operational manuals are in place and aligned to the hYEPP continuum of care model, based on the EPPIC model of care.

#### *EXPERIENCE/KNOWLEDGE*

- 7.3.12 Substantial experience (minimum 5 years) and proven expertise in the application of mental health care, particularly with a focus on functional recovery and provision of engaging group programs relevant to young people who may be experiencing a FEP.
- 7.3.13 Substantial experience and demonstrated skills in engagement, crisis intervention and management of complex young people and group treatment programs.
- 7.3.14 Well-developed knowledge and understanding of relevant legislation, such as the Mental Health and Related Services Act, Care and Protection of Children and Information Sharing Act; policies and strategic direction of youth mental health.
- 7.3.15 Current knowledge of relevant literature and evidence based practice on early intervention for young people experiencing or at risk of early psychosis or first episode psychosis.

#### *KEY ATTRIBUTES*

- 7.3.16 Ability and willingness to maintain documentation of clinical care and data collection systems as required and ensure team processes are in place to achieve the same.
- 7.3.17 Commitment to providing student clinical placements within the team and engagement in innovative workforce strategies and any research endeavours if appropriate.
- 7.3.18 Demonstrated ability to maintain professional boundaries, reflective practices, supervision and performance review and adhere to workplace directives.

## 7.4 Inherent requirements for all employees (Anglicare)

*As an employee of Anglicare NT you must:*

- ✓ Commit to and respect the values of the organisation, uphold confidentiality, be trustworthy and adhere to the Anglicare NT Code of Conduct and Policy.
- ✓ You must uphold the principles of child safe and strengths based approaches and apply these in your day to day work and practice.
- ✓ Commit to working in a culturally inclusive workplace and the principles and practices of cultural competence and providing responsive services to the community.
- ✓ Familiarise yourself with agency information management systems and policies and procedures which will change from time to time.
- ✓ Complete and maintain documentation in accordance with organisational policies and procedures, and quality standards requirements and contribute to continuous improvement within the agency.
- ✓ Take responsibility for your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions in the workplace.
- ✓ Cooperate with management, the Work Health & Safety (WHS) Officer and WHS representatives with respect to action taken to comply with WHS requirements.
- ✓ Contribute to the WHS management system by the active identification and reporting of hazards and environmental risks.
- ✓ Understand the nature of risk and importance of risk management in an organisation.
- ✓ Have a genuine interest in working with Anglicare NT, and in the Northern Territory and demonstrate a good organisational fit.
- ✓ Be solution focused, positive and have a capacity to respond effectively to challenges.
- ✓ Ability to drive, use a computer, Microsoft programs, mobile devices, undertake bending and lifting actions.

## 7.5 Licenses, Certificates and Professional Registrations

- 7.5.1 Northern Territory Working with Children Clearance (Ochre Card)
- 7.5.2 Acceptable National/International Police Criminal History Certificate/clearance (less than 3 months old)
- 7.5.3 First Aid Certificate or willingness to obtain within 3 months
- 7.5.4 Northern Territory Drivers Licence
- 7.5.5 Professional registrations as required to Practice and eligibility for membership with recognised entities
- 7.5.6 Approved qualifications and current eligibility to live and work in Australia

## 8. ACKNOWLEDGEMENT OF AGREEMENT

*After reading and discussing this document with Anglicare NT's delegate I agree that:*

- 8.1 This Position Description and attachments are an accurate and fair description of the role.
- 8.2 I understand the expectations and inherent requirements of the position.
- 8.3 I acknowledge the nature of the position and the operating context within which I will work.

Employee signature: \_\_\_\_\_

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_