



Position Description

Mental Health Counsellor – Alaya House

Current certificate (Cert IV or Diploma) in mental health, (&/or) drug and alcohol, (&/or) community services (or equivalent)

Version: 1
May 2022

Position description

Position Title	Mental Health Counsellor
Position FTE:	1 FTE
Rate:	\$35 - \$40 per hour (plus salary packaging)
Portfolio Stream:	Service Delivery – Direct
Program Streams	<input type="checkbox"/> Low Intensity Stream <input type="checkbox"/> Mild – Moderate stream <input type="checkbox"/> Care Coordination <input type="checkbox"/> Head to Health
PHN Region	<input type="checkbox"/> Murray PHN Region
Site Location/s	3A Nixon St, Alaya House, Shepparton
Employer	APMHA HealthCare Ltd
Direct reporting relationships	Clinical: APMHA General Manager, Service Delivery Contract / HR: APMHA General Manager, Business Operations.

APMHA HealthCare Ltd

APMHA HealthCare Ltd (APMHA) was established as a Not For Profit company in July 2019 and has evolved from the Victorian Primary Mental Health Alliance Pty Ltd. The change to a Not For Profit entity better reflected the values and benevolent focus of APMHAs mental health programs for under-served, priority populations.

APMHA provides intake, triage, allocations and clinical mental health services for a variety of funders through nominated program streams across Australia. Our focus primarily evolves around primary mental health care.

Our funders include Primary Health Networks, State Government, NDIA, MBS and others. Our partners and clients include government, community health services, PHNs, private mental health practitioners, community and private sector organisations and various peak bodies.

APMHA is governed by a Senior Leadership Team, an Executive Team and a Board of Management.

APMHA has three critical Board Committees which provide an avenue for input and advice by the senior leadership team into strategy and business development. These committees include:

- Executive and Leadership Committee
- Clinical Governance Committee
- Finance, risk and audit Committee

The APMHA HealthCare Model:

APMHA offers employed, secondment and sub-contract arrangements for clinical and non-clinical workforce it engages to ensure a national footprint of highly qualified mental health professionals. APMHA HealthCare has developed a Service Delivery Framework to reflect a Stepped Mental Health Model of care which sets out the strategic direction of the Company, the funding it has been awarded and the partnerships it has forged.

APMHA has developed relationships with providers who focus on health promotion through to acute services, to ensure the mental health stepped care is realised and clients are linked and transitioned within a seamless system and minimisation of duplication of service delivery.

About stepped mental health care:

- A stepped care approach to mental health promotes person centred care which targets the needs of the individual. It recognises that the individual's needs may change at any time and allows for flexibility for people to move across service levels to support their recovery.
- In a stepped care approach, a person presenting for support, is matched to the intervention level that most suits their current need. An individual does not generally have to start at the lowest, least intensive level of intervention in order to progress to the next 'step'. Rather, they enter the system and have their service level aligned to their needs.
- Clients receive care commensurate to need, this being determined by the health professional in consultation with the client and the client's GP.

The key features of the APMHA service delivery framework are:

- Timely response to referrals and allocation to an appropriately skilled and located provider
- Provision of evidence based therapeutic interventions for severity / acuity step type and presentation

- Allocation of service sessions commensurate to need (acuity / complexity - risk stratification)
- Collaboration and partnership with general practice
- Integrated care approach focusing on the client’s trajectory for recovery
- Transition of clients up / down stepped mental continuum seamlessly and supported

IN OUR WORK WE VALUE:

- Lived Experience
- Collaborative Leadership
- Community
- Integrity
- Respect
- Innovation through passion

VISION

A leading primary mental health service working in collaboration to support people with a mental illness to reclaim wellbeing and live a contributing life.

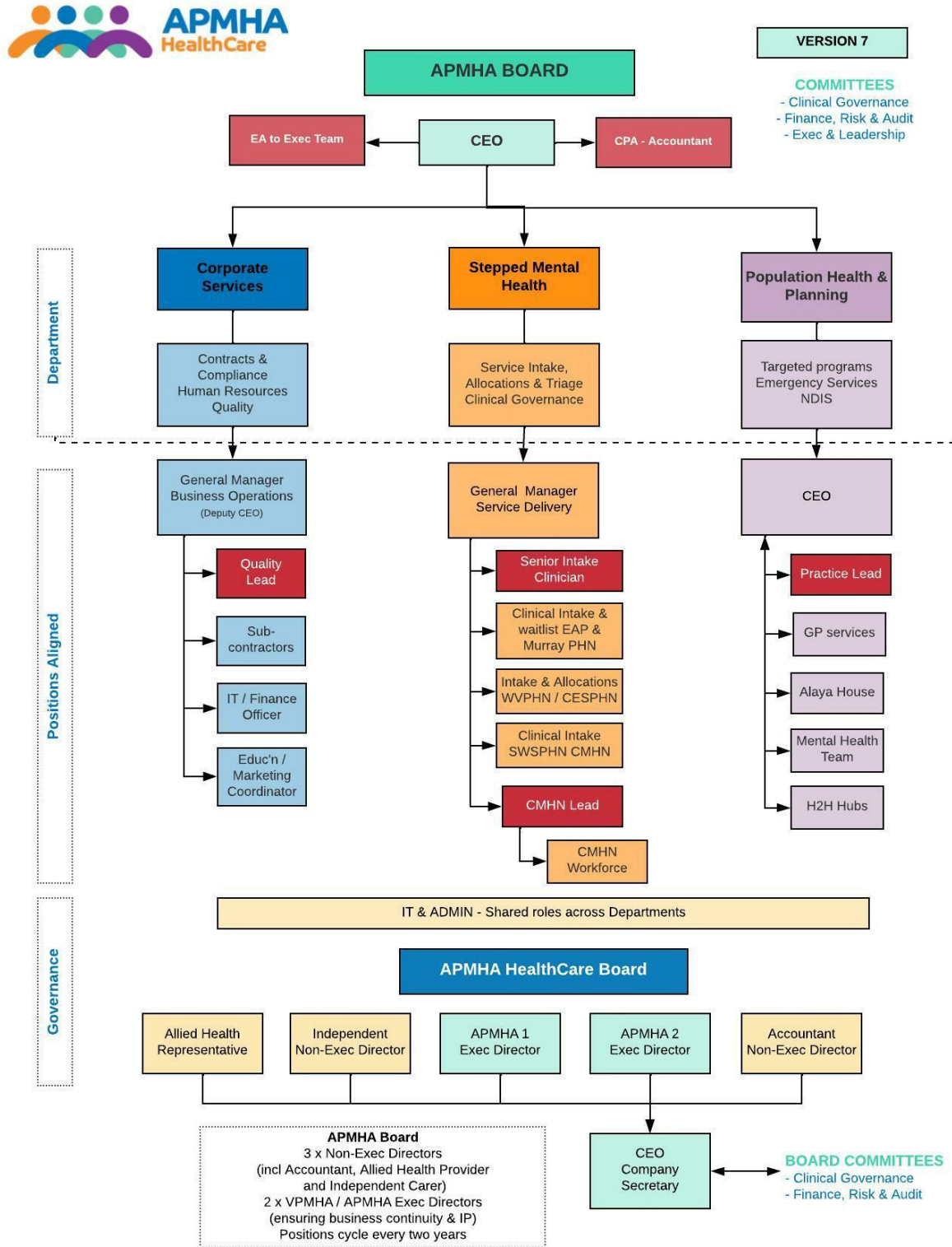
We will achieve our Vision through a commitment to embrace and live our Values.



MISSION

To lead primary mental health care through the delivery of accessible, high-quality services in partnership with the client, supporting their mental health, wellbeing and facilitated recovery

Company website: www.apmha.com.au



Position purpose and context

<p>Position purpose</p>	<p>This position is engaged under the programs outlined on page 2 of this position description and will work closely with Alaya House clinicians, APMHA clinical intake and triage team and referrers to provide support and interventions to people within the target group(s).</p> <p>The mental health counsellor will perform duties as outlined in the relevant Program Guidelines for people experiencing mental illness across a range of acuity.</p> <p>The position will ensure high quality, flexible and holistic support is provided to people who may be experiencing psychological distress or mental ill-health, including evidence-based treatment for mental illness and Alcohol and other Drug (AOD) issues in the Goulburn Valley area of Victoria (Murray PHN region).</p>
<p>Key outcomes</p>	<p>The key outcomes the mental health counsellor is expected to achieve under the programs are:</p> <ul style="list-style-type: none"> ● Provision of a range of services with clients identified at IAR Level of Care 2 (low intensity), 3 (mild-moderate mental illness) and 4 (severe and persistent mental illness) and supporting access to appropriate services for IAR Level of Care 1 (self-management) and 5 (acute specialist mental health services). ● For people with mild to moderate mental illness (non NDIS): Provision of individual psychological services to the identified target groups. ● For people with severe and persistent mental illness (non NDIS): Provision of specialist clinical services and clinical coordination for clients with severe mental disorders. ● For people with a NDIS Support & Recovery Plan: Specialist Support Coordination and Counselling services.
<p>Working relationships</p>	<p>Internal contacts</p> <p>This position works closely and collaboratively with APMHA:</p> <ul style="list-style-type: none"> ● APMHA CEO, General Managers and Leadership Team ● APMHA Intake and Allocations Team ● APMHA Finance and IT Team <p>External contacts</p> <p>It is expected that this position will have direct contact with:</p> <ul style="list-style-type: none"> ● General Practitioners ● State funded services (Mental Health, DHHS, Family First, Housing etc) ● Federal funded services (MBS / NDIS) ● Community health services (General counselling, AOD) ● Consumers and carers

	<ul style="list-style-type: none"> • Others as required
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Key Responsibilities:

<p>Service Provision</p>	<ul style="list-style-type: none"> • Provide effective linkages and care navigation pathways with General Practice, Area Mental Health Services, Aboriginal Controlled Community Health Organisations and other provider types in the local region. • Provide warm referral pathways to support consumers and carers/family members to connect with appropriate care options available within the community. • Initial Assessment and Referral (IAR) Level 2 – low intensity interventions, with a focus on transitioning client to local area Level 2 service provider via warm handover • Initial Assessment and Referral (IAR) Level 3 – interventions as above, for people with mild – moderate mental illness • Initial Assessment and Referral (IAR) Level 4 – interventions as above, for people with people with severe and persistent mental illness. • Support clients with IAR level 1 (self-management, e-health) and level 5 (acute specialist mental health services) to navigate, via warm handover, appropriate care options. • Consumers requiring alcohol and other drugs support. • Provision of individual psychological services to the identified target groups • Provision of group-based psychological services • Provision of reports in relation to the progress and management of clients to all GPs and other relevant practitioners within the PHN region • Provision of support for carers, especially where services are provided to children and young people • Facilitation of referrals to other services/providers where indicated
<p>Clinical and data records management</p>	<ul style="list-style-type: none"> • Ensure minimum data collection, outcome scores and referrer progress reports are completed in a timely manner • Ensure client progress documents and care plans are updated and uploaded in APMHA clinical CRM – Fixus in a timely manner. • Utilize the agreed Initial Assessment and Referral (IAR) tool

<p>General</p>	<ul style="list-style-type: none"> • Assist with compliance as directed with contractual obligations and deliverables as contained in the various approved funding contracts • Contribute towards APMHA HealthCare Ltd.'s overall strategic direction including the implementation of the organisations values and mission statement • Respect the confidentiality of clients and general practice in line with the organisation's policies, procedures and the Privacy Act • Comply with the organisation's policies and procedures. • Participate in the organisation's Accreditation requirements.
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Key qualifications and experience

<p>Required qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Current certificate (Cert IV or Diploma) in mental health, (&/or) drug and alcohol, Div 2 Enrolled Nurse with mental health qualifications. • PACFA endorsed • Substantial experience with a minimum of two years' mental health and counselling experience • Demonstrated ability to work independently and as part of a team • Sound understanding of recovery orientated care • Highly developed interpersonal skills and the ability to relate to clients from a diverse range of backgrounds • Demonstrated ability to be flexible, respond to changing work priorities and self-manage personal professional development and workloads • Demonstrate highly developed literacy in computers and patient management systems and proven extensive experience establishing and maintaining appropriate and accurate case management records
<p>Pre-requisites</p>	<ul style="list-style-type: none"> • Certification of qualifications • Current drivers' licence and access to a comprehensively insured motor vehicle in your relevant State of practice • Current National Police Clearance Check • Current Working with Children Check • Proof of relevant COVID-19 vaccination • Evidence of Right to Work in Australia if tertiary qualifications are from outside of Australia
<p>Special conditions</p>	<ul style="list-style-type: none"> • Mandatory APMHA induction. • Some out of hour's work may be required, for example, attendance at agreed forums or meetings, for which time off in lieu may be taken.

Workplace health and safety	<ul style="list-style-type: none">• Adherence to organisation policies and procedures relating to Workplace Health and Safety and at all times, take responsibility for own and colleagues wellbeing.
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