



Position Description

Position Title:	Senior Neuropsychologist (Grade 3) - Mental Health, Counselling and Youth	Approval Date:	November 2022
Authorised By:	CEO	Review Date:	November 2024

Our Vision People in our communities enjoy better and longer lives

Our Role We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
- Providing services and supports to people with disability
- Helping older people stay at home longer
- Providing integrated services and supports for children and youth
- Delivering public and private dental services
- Addressing the root causes of vulnerability

Our People People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

POSITION OVERVIEW:

Job Purpose

The Senior Paediatric Clinical Neuropsychologist at healthAbility is an integral part of the *Mental Health, Counselling and Youth Team*. They also work closely with the *Children's Services Team*.

The purpose of the Senior Clinical Neuropsychologist role is to work effectively and collaboratively as part of the multidisciplinary team to:

- Provide evidence-based, best practice neuropsychological services, particularly assessments, to children and adolescents (up to age 16 years) and their families

	<ul style="list-style-type: none"> • Provide neuropsychology-specific guidance and consultation to other members of the multi-disciplinary team, as well as more broadly to other healthAbility staff and external stakeholders • Contribute leadership, development and innovation to the Neuropsychology Service at healthAbility <p>The role provides services to clients from a range of funding sources, including but not limited to:</p> <ul style="list-style-type: none"> • Community Health • Fee-For-Service (i.e. Privately funded) • The National Disability Insurance Scheme (NDIS) <p>At healthAbility, the Senior Neuropsychologist works within a family-centred and multi-disciplinary model of care that provides early intervention and assessment to positively influence the development, health and well-being of children, young people and their families, thus aligning with healthAbility's vision of children, young people and families in our communities enjoying better lives.</p> <p>The role is based at the Eltham site (917 Main Road, Eltham) with some travel required to other locations as needed (e.g. early childhood education and care providers, schools, Box Hill site).</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide high standard neuropsychological services to children and adolescents of various ages and presentations, including children with a disability, neurodevelopmental disorder and/or additional needs. This includes conducting neuropsychological assessments, providing psychoeducation and feedback to families, liaising with other professionals and external stakeholders, and making referrals to other services as required. • As Senior of the Neuropsychology Service, you will be responsible for the day-to-day running of the healthAbility Neuropsychology Service. Duties include: processing referrals, waitlist management, service delivery planning, and developing and refining processes. Identifying and acting on potential improvements to service delivery is also central to the role. • Provide effective supervision to less experienced Psychologists and trainee Psychologists. At a minimum, you will be required to supervise Grade 2 Neuropsychologists and/or Grade 2 Neuropsychology Registrars. • Work closely with other professionals and services (including healthcare, early childhood, educational and welfare) to provide effective, timely and relevant supports that improve outcomes for children, young people and their families. This includes providing neuropsychology-specific consultation, input and

	<p>psychoeducation in a collaborative manner.</p> <ul style="list-style-type: none"> • Effective and meaningful participation in the immediate <i>Counselling Team</i>, as well as the broader <i>Counselling, Mental Health and Youth Team</i>. • Participate in regular, one-on-one clinical supervision about one's own neuropsychological practice (including for the purposes of meeting AHPRA registration requirements) and monthly supervision with one's own healthAbility Team Leader. • Attend relevant Continuous Professional Development (CPD) and training activities, including clinical supervision, to support 'best practice' and ensure that any healthAbility and AHPRA requirements are met. • Strive to increase the profile and visibility of the Neuropsychology Service throughout the organisation (and more broadly) through being responsive to enquiries, providing secondary consultation, identifying potential opportunities for referral, and identifying opportunities for promotion and awareness-raising of the service.
Qualifications & Registrations	<ul style="list-style-type: none"> • Current full general registration as a practicing Psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) Psychology Board of Australia with Clinical Neuropsychology Endorsement and Supervisor Status. • A Masters or Doctoral postgraduate qualification in Clinical Neuropsychology from an APAC accredited University. • Valid Working with Children Check. Employees are required to maintain this throughout their employment.
Key Selection Criteria	
Mandatory	<ul style="list-style-type: none"> • A minimum of five years experience in Clinical Neuropsychology with advanced knowledge and skills in working with children and adolescents. A minimum of five years in a Grade 2 neuropsychology role (or higher) is required. • Demonstrated strong leadership abilities (including knowledge, skills and training in effective clinical supervision). This must include current Supervisor Status with AHPRA Psychology Board. • Advanced knowledge and skills in neuropsychological practice, as well as in child and adolescent development, in order to support the effective delivery of clinical services. • Knowledge and adherence to legislative requirements and professional and ethical codes/guidelines of the psychology profession (including those of the Australian Psychological Society and AHPRA), as well as healthAbility policies and procedures. • Advanced ability to develop effective, collaborative, family-

	<p>centred partnerships with children and adolescents and their families. This includes strong skills in communicating effectively, understanding needs, identifying and harnessing strengths, and understandable information-sharing.</p> <ul style="list-style-type: none"> • Strong ability to work effectively with other staff and professionals to achieve optimal outcomes for children/adolescents and their families, particularly other members of the multidisciplinary/care team and any external stakeholders involved in the day-to-day lives or support of families (e.g. early childhood staff, school staff, child welfare services, other therapists). • Highly developed interpersonal and communication skills (including written, spoken and non-verbal), with an advanced ability to communicate complex information in an understandable and succinct way to different audiences. • The capacity to work with an appropriate degree of autonomy and independence, with related skills in managing/prioritising workloads, time-management, and problem-solving.
Desirable	<ul style="list-style-type: none"> • Previous experience supervising trainee, provisional or other Psychologists. • Demonstrated ability to lead or manage the day-to-day running of a neuropsychology service. • Previous involvement in contributing to the innovation or optimisation of service delivery, particularly of neuropsychological services. • Understanding and knowledge of community health and public health services and principles. Past experience in community health, public health or other community-based settings is especially desirable. • Ability to learn and use a range of software programs, including neuropsychological assessment platforms, telehealth platforms and electronic medical record systems.
KPIs/Performance Goals	<ul style="list-style-type: none"> • Participate in individual clinical supervision about one's own neuropsychological practice with a more senior Psychologist. • Participate in monthly supervision and performance reviews with healthAbility Line Manager. • Provide supervision at the required frequency to any less experienced Neuropsychologists and/or Neuropsychology registers or trainees. • Achieve the clinical targets set by healthAbility. • Maintain accurate, up-to-date and timely case notes, including in the electronic medical record system. • Complete the required CPD hours to maintain general registration, endorsement and supervisor status with the AHPRA

	Psychology Board. Complete any training that is required by healthAbility as an organisation.		
Service/Program	Mental Health, Counselling and Youth		
Reports	Job reports to	Direct reports	
	Team Leader – Counselling	Nil	
Award/EBA	Audiologists- Dieticians – Pharmacists and Psychologists Multi EA 2018-2021		
Classification	Grade 3. Year Level to be determined based on years of previous experience in a Grade 3 role.		

Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks will be required in accordance with government funding requirements and legislation.
- All employees must provide 4 forms of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver's Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisations sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.
- All healthAbility employees are required to complete the level of MARAM training relevant to their role to appropriately and effectively identify, assess and manage family violence risk. The Framework has been established in law under a new Part 11 of the Family Violence Protection Act 2008.

MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NDIS	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Statutory Declaration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Credentials/Registration	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other _____

EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition? ☐ Yes ☐ No

If yes, please provide details:

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

Signed (employee):

Date:
