



JOB DESCRIPTION PSYCHOLOGIST

POSITION	Clinical Psychologist
PURPOSE	The purpose of the position is to manage a clinical caseload successfully, balancing the delivery of clinical best practice to clients with funder requirements and meeting the performance targets required by the business
RESPONSIBLE TO	• Head of Service Delivery Mental Health
DIRECTLY RESPONSIBLE FOR	• The delivery of psychological services as allocated by the Mental Health Service Delivery Team
FUNCTIONAL RELATIONSHIPS WITH	• Head of Service Delivery – Mental Health • Service Delivery Managers • Service Delivery Coordination Team • Colleagues delivering complementary services • ACC and other funders • The profession • Clients & their family/whanau • Other Rehabilitation/Health Professionals • Medical practitioners and specialists • Employers • Education personnel • Independent assessors • Local and National Cultural Services
LIMITATIONS	• Receiving referrals directly from ACC

Essential Skills and Attributes

Preferred Experience:

- Experience in the psychological management of clients with traumatic brain injury, physical injuries generally, and chronic pain management.
- Training and experience working in trauma
- Training and at least some experience in neuropsychological assessment

Preferred Skills:

- Knowledge of standardised assessments and outcome measures used in psychological practice
- Knowledge of ACC legislation/insurers as purchaser of services
- Up-to-date knowledge of psychological interventions
- Cultural safety practices
- Knowledge of cognitive and physical rehabilitation methods
- Good PC skills accompanied by a good working knowledge of Microsoft word processing and basic spreadsheet software
- Demonstrated ability to learn and apply new skills quickly and effectively

Preferred Attributes:

- Strong customer focus
- Energetic, enthusiastic, committed to sound clinical practice and professional development
- Flexible, enjoys learning and developing new skills, interested in following up new opportunities
- Focused on continuous improvement in the workplace
- Enjoys working with clients and interacting with funders
- Seeks feedback, treats negative feedback and mistakes as opportunities for learning
- Reflects on practices, learns from case outcomes and from experiences
- Able to diffuse potential situations of conflict
- Aware of commercial imperatives within the business, able to reconcile these with clinical practice
- Confident and personable with a variety of people in different settings
- Happy to work as a member of a team, comfortable working in isolation when necessary
- A willingness to travel to visit clients and Active+ Team Meetings.

Responsibilities

Focus	Key Tasks	Performance Measure
Service delivery	To deliver a high standard of service, upholding the Active Ltd standards <u>MEASURES:</u> Feedback Survey Peer Review Report Notes Audit	Always adheres to professional standards and Active+ policies and procedures. Receives positive satisfaction feedback from clients above 90%
Reporting and quality management	Delivers high standard in relation to the Active Ltd Information Systems <u>MEASURES:</u> Reports Audit Notes Audit	Accept/ decline referral within time frames set out Contract Fact Sheets Always adhere to the clinical guidelines Time frames for contacting and meeting with clients are met, unless otherwise agreed with the funder representative Reports are completed prior or by due date, unless otherwise agreed with the funder representative All Reports and relevant ACC/client communication is uploaded to Active+ Gensolve. Communicate effectively with the client regarding the proposed service so an informed decision can be made and consent obtained. Required Client Questionnaires/Rating Scales are completed with the client Documentation, Plans and Reports reveal a clear clinical reasoning process. On time for appointments, unless prevented from doing so due to reasons beyond their control. To communicate with the funder representative about any nonattendance or noncompliance within 1 day To reply to all funder representative and Key Worker communications within 1 day. Provides the funder representative with regular informal email updates on client progress at a minimum of fortnightly throughout the service.

		Communicate with GP and other members of the rehab team clearly and appropriately Requests training/ supervision/ assistance if required. That the outcome is achieved within the timeframes set out in the Clinical Protocols 100% of the time
Promotes the Company when delivering under Active+	Undertakes to promote Active Ltd (Active+) is all communications with case managers and clients in the course of service delivery	Brands all emails with Southern Cross & Active+ logo Uses Active+ templates Reports Attends Active+ promotional meetings with ACC when requested and if available
Professional Association and Indemnity	Undertakes to maintain relevant membership and ties with the professional organisation and insurers	Maintain membership, insurance and registration of the relevant professional bodies and associations
Health and Safety	Undertake responsibility for your own and others safety and health in the workplace and adhere to Active+ policy <u>MEASURES:</u> Incident reporting Training Attendance Risk Assessments Audits	Health and Safety obligations met 100% of the time Uses risk mitigation tools 100% of the time Uses online incident reporting system Participates in H & S discussions and meetings Attends all Health and Safety training as required