



## POSITION DESCRIPTION

Position Title	Mental Health & Wellbeing Program Facilitator
Business Unit/Team	Mental Health & Wellbeing Programs
Industrial Instrument	<input checked="" type="checkbox"/> THC Hospital Employee Agreement 2022 <input type="checkbox"/> THC Nurses Agreement 2019 <input type="checkbox"/> Individual Agreement
Level	Allied Health: Level 1- 4
Remuneration Range	\$64,018 to \$112,944 per annum based salary Plus Annual Leave loading and Superannuation
Location	<input checked="" type="checkbox"/> The Hobart Clinic, Rokeby, Hobart. <input checked="" type="checkbox"/> THC Mind Hub: Collins Street, Hobart. <input type="checkbox"/> Work From Home office (Home Office WHS Assessment required)
Hours per fortnight	<input checked="" type="checkbox"/> Full Time: 1.0 FTE (75 hours per fortnight), or <input checked="" type="checkbox"/> Part Time: (X.XX FTE) As agreed upon between the direct manager and employee
Reports To (Line Manager)	Programs Manager
Delegations Level	As per THC Delegation Policy

## About The Hobart Clinic

The Hobart Clinic Association Limited (trading as The Hobart Clinic [THC]) is a Not-For-Profit Company Limited by Guarantee, registered with the Australian Charities and Not-for-profits Commission (ACNC) which is the national regulator of charities. We acknowledge people with lived and living experience, as well as their carers. We recognise their strength, courage and unique perspective as a vital contribution to our service; to learn, grow and achieve better outcomes together.

Our Purpose is to provide mental health and wellbeing services for people, families and in the community in recognition that mental health and wellbeing (like physical health and wellbeing) is something that affects us all.

At the heart of The Hobart Clinic are our Values which drive everything we do.

### **INSPIRED**

We're passionate about inspiring the best in everyone we connect with.

### **TEAMWORK**

We build open, honest and purposeful relationships.

### **GROWTH MINDSET**

We collaborate with the intent to learn, develop & enable the learning journey for all.

### **BRAVE**

We commit to finding solution for our clients and colleagues regardless of the difficulty.

Building on these values is our brand promise of a commitment to promote hope, wellbeing and autonomy in recovery. Together, our values, purpose and brand promise form the basis of our success as a leader in the provision of mental health and wellbeing services.

## Position Summary

The primary purpose of the Programs Facilitator is to deliver high-quality psychoeducation and therapeutic groups to our patients and outpatients. This position requires expertise in one of the following - social work, counselling, psychology, occupational therapy, or mental health nursing.

You will work within a multidisciplinary model of care to provide evidence-based psychological therapies and maintain the highest standards of client care and confidentiality.

The role will also provide support to the Program Manager in relation to the administration and coordination of the day and inpatient program.

## Key Responsibilities of the Role

The Programs Facilitator role has three key areas of work:

### 1. Mental Health and Wellbeing therapeutic program delivery:

- Provide group programs to patients, which may include psychoeducation, including specialty areas such as Addictive behaviours, Cognitive Behaviour therapy, Acceptance and Commitment therapy, Dialectical Behaviour therapy, Anxiety and Depression
- Provide group programs to patients which may include diversional groups, including Art therapy, guided relaxation, craft, health and movement.
- Complete day program admission assessments, identifying suitability to attend programs.
- Facilitate patient access to referral to other services as required.
- Respect and safeguard the privacy and dignity of all patients.
- Collaborate with patients to achieve their care plan goals, fostering skill development and self-reliance.
- Participate in regular supervision and professional development in alignment with the program area's business plan and APS requirements.

### 2. Administrative:

- Develop and maintain up to date program documents.
- Maintain accurate and up-to-date patient records, including assessment notes, progress reports, and treatment plans.
- Collect, record, and maintain statistical data as required.
- Other tasks as required to support The Hobart Clinic Board and Committees.

### 3. Quality and Compliance:

- Comply with all relevant legislation, regulations, professional and ethical practice standards.
- Actively engage in continuous improvement initiatives as appropriate.
- Maintain an understanding of the National Safety and Quality Health Service Standards and their relevance to The Hobart Clinic.

## Key Working Relationships

This role works closely with the following positions:

- Internal:
  - Members of THC Mental Health and Wellbeing Programs team
  - Members of THC multidisciplinary team (Psychiatry and Nursing);
  - Members of THC Clinical Administration Team
- External
  - Patients/Clients/Consumers;
  - Contractors/sub-contractors;
  - Government and funding bodies.

## Selection Criteria

### Essential Qualifications

- Clinical Psychologist or Psychologist with full registration with Australian Health Practitioner Regulation Agency (AHPRA) or be currently undergoing training in a Master of Psychology program; or
- Social Worker with an approved degree in social work or other qualifications eligible for membership in the Australian Association of Social Workers (A.A.S.W); or



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*Excellence in Mental Health*

- Occupational Therapist with an approved degree in Occupational Therapy and full registration with Australian Health Practitioner Regulation Agency (AHPRA); or
- Registered Mental Health Nurse credentialled with the Australian College of Mental Health Nurses and full registration with Australian Health Practitioner Regulation Agency (AHPRA); or
- Registered Counsellor with an approved degree in Counselling and full registration with the Australian Counselling Association (ACA) or Psychotherapy and Counselling Federation of Australia (PACFA); or
- Other relevant qualifications (e.g. music therapy, art therapy, etc).

#### **Essential Skills, Knowledge and Capability**

- Demonstrated capability to develop and facilitate therapeutic groups (including both inpatient and outpatient groups).
- Experience and professional development in relevant evidence-based mental health and wellbeing therapies (psychotherapy, counselling, psychoeducation using an evidence-based theoretic frameworks such as acceptance and commitment therapy, cognitive-behavioural therapy, dialectical behavioural therapy, relaxation strategies, skills training, interpersonal therapy, and narrative therapy, mindfulness approaches, and other evidence-based therapies).
- Demonstrated effective interpersonal skills, written and verbal communication skills with the ability to work within a multidisciplinary team.
- Demonstrated high-level capability with Information Communication Technology, including Microsoft 365 software applications and video conferencing applications.
- Demonstrated ability to prioritise workload, meet deadlines and complete tasks within scope of practice and seek assistance when required.

#### **Desirable**

- Experience working in the Not-For-Profit sector.

## **Other Requirements of Working at The Hobart Clinic**

- Be eligible to work in Australia (Australian Citizen; permanent resident, or relevant visa holder).
- Current National Criminal History Record Check (National Police Check).
- Current Tasmanian Working with Vulnerable People Check.
- Commitment to and compliance with The Hobart Clinic Policies and Procedures.
- Commitment to cultural safety and ability to work with Aboriginal People, and people from culturally and linguistically diverse communities.
- Commitment to harm minimisation principles and empathy for vulnerable people.
- Commitment to appreciation of the value of lived and living experience.
- Commitment to embrace diversity, including Aboriginal and Torres Strait Islander peoples, the LGBTQIA+ community and people with a disability.
- Maintain confidentiality and adhere to the National Privacy Principles in relation to all client-related information that you may come into contact with whilst working with The Hobart Clinic.
- Comply with Mandatory Reporting requirements.
- Willing to participate in performance planning, performance reviews, professional development and professional supervision.
- Willing to participate in whole of organisations activities (Working Groups, etc.).

## **Code of Conduct**

The Hobart Clinic endeavours to create a positive workplace environment in which team members can realise their full potential. In return, the Mental Health and Wellbeing Programs Facilitator is expected to make contributions that positively impact our clients and provide best practice when undertaking their duties.

This includes:

- Conduct to the highest degree of ethics and integrity;
- Appreciate diversity in the workplace and treating everyone with respect;
- Creative thinking and openness to new challenges and change;
- Open and honest communication, and
- High standard of professionalism and confidentiality.

## Work Health and Safety

All team members are required to take reasonable care of their own health and safety, and that of others in the workplace, and ensure that their actions or omissions do not affect the health and safety of themselves or others in the work environment, and comply with all health and safety legislative requirements, policies and procedures as amended from time-to-time.

## Document Acceptance

No position description can fully capture all the requirements of a role, and therefore some flexibility is required to fully understand the role which may from time to time require other tasks not described in this document. Position Descriptions can also evolve and change over time; The Hobart Clinic will revise and amend position descriptions as required.

I have read and understand the information contained in this Position Description document.

I acknowledge this document is not intended to constitute a complete list of my duties and understand that I may be required to carry out other duties consistent with the primary purpose of this role and other tasks as reasonably instructed by management.

Employee Name (Please Print)

Employee Signature

Date (DD/MM/YYYY)

Witness (Please Print)

Witness Signature

Date (DD/MM/YYYY)

Version	Author	Amendments	Approved By	Name of Approver	Date
0.1		New PD Template	CEO	Kath Skinner	20230914
1.0	Programs Manager and People & Culture Advisor	New PD for Mental Health and Wellbeing Program Facilitator	CEO	Kath Skinner	20230917