

A GUIDE FOR JOB APPLICANTS

ACON is Australia's largest health organisation specialising in community health, inclusion and HIV responses for people of diverse sexualities and genders.



Medicare Eligible Mental Health Clinician (including Clinical or Registered Psychologists, Accredited Mental Health Social Workers, and Occupational Therapists)

ACON is here for community health, inclusion and HIV responses for people of diverse sexualities and genders. We provide a range of counselling and care coordination services designed to improve the health and wellbeing of our communities.

- We're looking for a committed and experienced individual to join our Pride Counselling Service – a fee-for-service social enterprise offering affordable, accessible counselling to our communities.

This is a full-time role on a 12-month contract with the possibility to extend. We are open to considering job shares and flexible working arrangements; please let us know in your application if this is something you are seeking.

For more information about the role please contact, Helen Rowden, Associate Director for Clinical and Client Services at HRowden@acon.org.au or (02) 9206 2000.

Applications close Monday 16 November 2020.

ACON is an EEO employer and encourages people with HIV, in particular, to apply.

Working at ACON

ACON provides a colourful, nurturing and fun workplace. Our staff and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver leading practice services to our communities.

We offer flexible working arrangements and a generous array of entitlements often above and beyond the National Employment Standards (NES):

- A 35-hour working week pro rata (38 hours per week under NES);
- Salary Packaging up to \$30,000 gross up value (i.e. currently up to \$15,899 tax free)
- Generous leave entitlements include:
 - An extra week of paid leave to be taken during our Christmas and New Year's shutdown period;
 - 12 days of paid personal leave per year (10 days under NES);
 - 14 weeks paid parental leave in addition to the government arrangement;
 - Paid Additional Health Care Leave for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave),

- Education Leave of up to 70 hours per annum.
- Employee Assistance Program (EAP) - access to a comprehensive counselling service free to employees
- Severance pay in excess of the NES, in the case of redundancy.

How do I apply?

You must email us three documents in MS-Word or PDF format at vacancy@acon.org.au:

1) An ACON Application Form

You can download this at www.acon.org.au/jobs

2) Your Cover Letter outlining your Claim against the Selection Criteria

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Address all of the Selection Criteria as outlined in the following position description.

Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.

To do this, address each criterion separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

3) Your Resume

Tell us about your previous employment and your education. Be sure to include:

1. Your **Name** and **Contact details**
2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.

How does recruitment work at ACON?

There are five main steps in the process:

1) Application

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

2) Shortlisting

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

3) Interview

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations or examples of previous work that you might need to bring with you.

4) Offer

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

5) Acceptance and Commencement

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

How long does it take to hear back on my application?

If you have applied via email, you will be sent a return email within 1-2 business days acknowledging receipt of your application. Your application will then be reviewed, and we will contact you within 1-2 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview.

Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion. Don't get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however, this may vary depending on the number of applicants.

Position Description

Position Title: Registered Psychologist/Mental Health Accredited Social Worker/Mental Health Accredited Occupational Therapist

Work Level: Professional

Reports to

Team Leader, Counselling Services

Position Overview

ACON's Pride Counselling is a fee-for-service counselling program for people of diverse gender and sexuality, that provides service through Medicare and as a specialist Employee Assistance Program (EAP).

This position requires the delivery of evidence based mental health and psychological therapy services to people who identify as diverse gender and sexuality presenting with a range of mental health needs including but not limited to HIV, gender and sexuality, mental health and substance support as well as ageing and domestic and family violence. The role is based within the context of other client and clinical services.

Main Activities

- Maintain a caseload of fee-for-service adult counselling client's through ACON Pride Counselling
- Provide high quality best-practice psychological assessment and intervention to people of diverse gender and sexuality in a professional, confidential and culturally safe manner. This will include face-to-face, online and telephone appointments.
- Maximise billings/claims through effective and timely client record processes
- Maintain accurate client records, including the collection and collation of statistical information in order to forecast demand for services and allocation of budgets
- Continually enhance networks with General Practitioners to promote ACON Pride Counselling and ensure efficient referral pathways into the service
- Continually enhance networks with external support services to ensure that all present and future clients are provided with a comprehensive range of options and referrals
- Actively participate in and contribute to an ongoing process of line management supervision, external clinical supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies
- Participate in scheduled performance appraisals and undertake further training and skills development identified for optimum ongoing performance in the job role
- Identify and act on opportunities for improvement of existing programs/services including providing input into the development of clinical practices, procedures and protocols and new opportunities for growth
- Participate in quality and service improvement activities to continually improve client care
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Selection Criteria:

Essential:

1. Tertiary qualifications and registration with the relevant professional body in psychology, social work or occupational therapy
2. Registered, or currently in the process of becoming registered, to provide Medicare rebate-able services (Medicare Provider number)
3. A minimum of three years' experience (private practice experience is an advantage)
4. Demonstrated experience in the assessment of psychosocial needs as well as demonstrated insight into the broader range of social factors that may impact on the mental and physical health and wellbeing of LGBTI people and PLHIV.
5. Possess skills in a number of the following short-term interventions; Cognitive Behavioural Therapy, Solutions Focused Brief Therapy, Acceptance and Commitment Therapy, Motivational Interviewing and Positive Behavioural approaches.
6. Understanding of primary health care and how this position interfaces with GPs, other health services, employers (EAP clients) and the client.
7. Advanced level oral and written communication skills including active listening, empathy, negotiation, conflict resolution and feedback.
8. Good writing, administration and system planning skills as well as proficiency in all Office software programs.

Desirable

1. Experience in online claiming systems (e.g. Medicare)
2. Experience in community-based services in the areas of sexual health and or/ HIV and/or LGBTI community.

HUMAN RESOURCES USE ONLY		
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