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| Position description |
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| Position title: | Clinician / Complex Needs Clinician |
| Division/Branch/Team: | Community Operations and Practice Leadership | Statewide Disability & Housing Operations Group | Forensic Disability Services |
| Work location: | 145 Smith Street, Fitzroy (hybrid working arrangement available)  100 Yarra Bend Road, Fairfield |
| Classification: | AH-3 |
| Salary Range: | $91,418 – $103,725 (plus superannuation) |
| Position reports to: | Senior Clinician, Forensic Disability Clinical Services |

# Role purpose

Clinicians are responsible for providing psychological assessment, support and interventions to people with a cognitive disability involved with the justice system to address offending behaviours, adaptive functioning deficits and related issues.

Clinicians recruited to ‘complex needs’ roles are fixed term and funded through the Complex Needs Project. They are aimed to better service clients with complex functional needs which are causally linked to a mental disorder, cognitive impairment or problematic substance use.

Clinicians operate within a dynamic environment and must understand the complexities of the service delivery environment, and the concerns of stakeholders and the broader community. This role includes the need to work collaboratively within a multidisciplinary team environment across community, custodial environments and some residential-based settings.

This role serves an important function to support clients with significant needs, by formulating tailored responses to address the criminogenic needs of clients and the associated responsivity barriers, and work with the relevant stakeholders to collaboratively maximise clients’ quality of life.

## Department of Families, Fairness and Housing

The Department of Families, Fairness and Housing has a dedicated focus on the community wellbeing and the social recovery of Victoria.  The Department is working to deliver important work started before the pandemic, while building on opportunities it has presented to lead bold and innovative reform. We work to create equal opportunities for all Victorians to live safe, respected and valued lives. We lead policies and services dedicated to community wellbeing by empowering communities to build a fairer and safer Victoria. The Department includes Child Protection, Prevention of Family Violence, Family Safety Victoria, Homes Victoria, Housing and Disability and Seniors and Carers. The Department is also responsible for the key portfolios of Multicultural Affairs, LGBTIQA+ communities, Equality, Veterans and of offices of Women and Youth, enhancing the alignment with policy areas and portfolios focusing on the recovery and growth of our diverse communities. The Department also supports Victorian Disability Workers Commission and Respect Victoria. We are building an inclusive workplace that embraces diversity and difference. All jobs can be worked flexibly, and we actively encourage job applications from Aboriginal and Torres Strait Islander people, people living with disability, LGBTIQA+, veterans and people from varied cultural backgrounds.

## Forensic Disability Services

Forensic Disability Services within the Department of Families, Fairness and Housing operates under the *Disability Act 2006* and supports people with cognitive disability involved in the criminal justice system, who require specialist support and adapted intervention to address criminogenic needs.

The program operates alongside the broader justice and disability service system and other mainstream services, to address disability specific factors contributing to a person’s risk of offending.

The primary objective of forensic disability services is:

* enhance community safety by reducing the risk of reoffending among clients.
* foster clients’ independent living and enable them to achieve personal goals by improving their adaptive functioning skills and quality of life.

The services that make up the Forensic Disability Program are:

* Forensic Disability Statewide Access Services
* Disability Justice Coordination
* Forensic Residential Services
* Forensic Disability Clinical Services
* Youth Forensic Disability Clinical Services

## Forensic Disability Clinical Services

Forensic Disability Clinical Services offers behaviour assessment, treatment and consultation services to people with a cognitive disability at risk of reoffending. Treatment consists of cognitive behavioural individual and group treatment programs in two areas:

* Offence specific treatment: sexual violence, physical violence and maintaining change
* Offence related treatment: exploring change; communication; managing anger differently; problem solving and emotion regulation.

Clinical Services also deliver a forensic disability mental health service which provides psychiatric consultation to people with a cognitive disability and history of offending. The service also operates a youth service which provides consultation, behavioural, cognitive behavioural and systemic interventions to young people and their families.

# Key accountabilities

1. Conduct assessments of client risk and treatment needs, develop and implement treatment plans for clients, identify and develop alternative intervention options and take other appropriate follow-up actions in accordance with the range of accepted options determined by departmental protocols.
2. Conduct functional behavioural assessments that assist in the identification of adaptive and maladaptive behaviours to facilitate the provision of services that appropriately meet client’s needs.
3. Provide advice and information regarding services, initiate intervention strategies and work with other professionals in dealing with complex serious offenders.
4. Facilitate individual and group treatment programs for offenders in conjunction with other professionals and liaise with other staff and external service providers regarding the needs of clients and their families and the provision of appropriate services.
5. Support the clinical operations of forensic residential services, including application of the therapeutic model, delivery of behaviour support and the safety and wellbeing of those on site.
6. Monitor, review, evaluate and report on the progress of treatment plans and recommend the application of risk management and intervention strategies including referrals to other professionals and/or services.
7. Provide advice, training and consultancy services to FDS staff, broader DFFH staff, families, justice services staff and non-government agencies regarding treatments, strategies and services to people with a cognitive disability who are engaged or at risk of engaging in the criminal justice system.
8. If with the appropriate training and qualification, assist with the supervision of the activities of post-graduate psychology and social work students and students from other disciplines.
9. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department’s ability to deliver, or facilitate the delivery of, effective support and services.
10. Provide administrative support for meetings.
11. Maintain prescribed registers, data bases, reporting systems and client records ensuring the need to adhere to matters of confidentiality and diversity within a sensitive environment.
12. Operate as required by legislation and departmental standards and exercise the appropriate authorities and legal delegations pursuant to relevant legislation and other specific delegations and functions.
13. As required, attend hearings at the Magistrates’, Children’s, County and Supreme Courts as well as the Victorian Civil and Administrative Tribunal.
14. Participate actively in professional development opportunities.
15. Contribute to team planning, work process improvements and day-to-day administration.
16. Be professionally accountable for autonomous decisions that impact on clients and staff, made within bounds of department policy and with management support.
17. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
18. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
19. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department’s ability to deliver, or facilitate the delivery of, effective support and services.

# Key selection criteria

## Technical expertise

* Demonstrated skills and ability to conduct and interpret specialised forensic assessment and timely report writing to key agencies, such as the Adult Parole Board, the Victorian Civil and Administrative Tribunal, the Courts and Corrections Victoria.
* Demonstrated knowledge of and experience in advanced counselling skills, behaviour support interventions, cognitive behavioural therapy, relapse prevention planning and experience in the delivery of group programs.
* Knowledge of the Victorian criminal justice system and the Disability Act 2006 in particular as pertaining to restrictive practice and compulsory treatment. An understanding of the broader legislative context and experience in working within a legislative framework.

## Knowledge and skills

1. Verbal Communication: confidently conveys ideas and information in a clear and interesting way; understands and meets the needs of the audiences (the right information to the right people); welcomes constructive feedback; sees things from other’s points of view and confirms understanding.
2. Interpersonal skills: sees things from other’s point of view and confirms understanding; expresses own views in a constructive and diplomatic way; reflects on how own emotions impact on others.
3. Planning and organising: identifies processes, tasks and resources required to achieve a goal; identifies more and less critical activities and operates accordingly, reviewing and adjusting as required; develops and implements systems and procedures to guide work and track progress; recognises barriers and finds effective ways to deal with them.
4. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them

## Personal qualities

1. Initiative and accountability: proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
2. Resilience: perseveres to achieve goals, even in the face of obstacles; copes effectively with setbacks and disappointments; remains calm and in control under pressure; accepts constructive criticism in an objective manner, without becoming defensive.
3. Drive and commitment: enthusiastic and committed; demonstrates capacity for sustained effort and hard work; sets high standards of performance for self and others; enjoys a vigorous and dynamic work environment.
4. Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

## Qualifications

A Tertiary Degree level qualification in appropriate Health Sciences; Psychology, Social Welfare Practice, Occupational Therapy, Speech Pathology, Psychiatric Nursing or Social Work.

To be eligible for registration with the appropriate professional body or association, such as the Australian Health Practitioners Regulation Agency (AHPRA) or the Australian Association of Social Work.

A current full driver’s license is required as travel to other offices within the Department may be required.

# Values and behaviours

The Department of Families, Fairness and Housing employees are required to demonstrate commitment to:

**The public sector values and behaviours** – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

**Recordkeeping** – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity** – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

# Important information

The salary range for this position is set out in Schedule C of the *Victorian Public Service Enterprise Agreement* 2020. For further information refer to [Department of Treasury and Finance](https://www.dtf.vic.gov.au/home) <https://www.dtf.vic.gov.au/home>).

Department policy stipules that salary upon commencement is paid at the base of the salary range for the relevant grade. An executive delegate must approve any above base requests. These will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of three calendar years from the date of separation.

Individuals who have received an Early Retirement Package (ERP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 12 months from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria’s emergency management arrangements. As part of a whole-of-government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department provides and maintains a safe working environment that does not risk the health of its employees.

# Pre-employment checks

All appointments require reference checks, national criminal records checks and pre-employment misconduct screening. Some positions also require a Working with Children Check and screening through the Disability Worker Screening List.

Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide an international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search.

Pre-employment checks may include checking whether an applicant’s name is on the Disability Worker Screening List. This incorporates:

* the Disability Worker Exclusion List which includes names of persons unsuitable for employment as a disability support worker in a disability residential service provided, funded or registered by the Department of Families, Fairness and Housing.
* the National Disability Insurance Scheme Quality and Safeguards Commission which has compliance and enforcement actions, including banning orders
* the Victorian Disability Worker Commission prohibition orders.

# COVID-19 Vaccination

The department strongly recommends (but does not mandate) that employees maintain their COVID-19 vaccination status in accordance with current [**ATAGI (Australian Technical Advisory Group on Immunisation) advice**](https://urldefense.com/v3/__https:/dffhinternalcomms.cmail20.com/t/y-l-pykfdk-idikkrlhur-y/__;!!C5rN6bSF!H6CXxDfLBvqg9rEgbXDpYWA3WTHZn2OnDJhKeq0kxH-ACrRChd8KszaSeb1LyWwAcRzC24ygBFEglV9-MxD2nlA3BC5C4uEEwWgG6qpjPw$), given their individual circumstances. As of June 2023, DFFH does not require evidence of COVID-19 vaccination status.

# Further information

For enquiries regarding the position please phone the contact on the position description. If you experience difficulties in applying online, please contact Workforce Services via email at [COPLWorkforceServices@dffh.vic.gov.au](mailto:COPLWorkforceServices@dffh.vic.gov.au)

DFFH values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such, the DFFH offers reasonable adjustments for applicants with disabilities on request at [aboriginaldiversityinclusion@dffh.vic.gov.au](mailto:aboriginaldiversityinclusion@dffh.vic.gov.au)

For further information visit [‘About the Department’ on Department of Families, Fairness and Housing’](https://www.dffh.vic.gov.au/about) <www.dffh.vic.gov.au/about>.

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