



WAYS YOUTH & FAMILY PSYCHOLOGIST APPLICATION PACKAGE

In this document you will find:

- Application requirements
- Selection process
- Employment details and remuneration
- Background organisational information
- Organisational values
- Position Key Result Indicators
- Selection Criteria

APPLICATION REQUIREMENTS

Applications must consist of the following:

1. **Covering Letter.** The covering letter should include the position applied for, your contact address and telephone number. It is an opportunity in not more than one page to introduce yourself and highlight the key reasons you should be considered for the role.
2. **Resume or Curriculum Vitae.** A resume is a brief history of your employment and experience that covers the following areas:
 - Employment history in chronological order, starting with current position and specifying dates of employment, title of each position, name of employer, main duties or accountabilities and achievements;
 - Educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the title of the institution attended; and
 - Training workshops completed.
 - The names and contact details (address, telephone, fax and e-mail) of three referees, including if possible a senior person (preferably your supervisor or the head of your organisational unit) closely associated with your current work.
3. **Selection Criteria.** A statement addressing how each of the **essential** selection criteria have been met is required to assist the Selection Committee determine whether you have the relevant qualifications, knowledge/skills, experience and personal qualities.

Applications are to be sent to:

WAYS Youth & Family
63A Wairoa Avenue,
Bondi,
NSW 2026

Or email to Vanessa or Bella at:

ways@ways.org.au

SELECTION PROCESS

A selection committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria. They will be invited to attend an interview. In some instances we might contact desirable applicants for a second and final interview which will require applicants to participate in a clinical role play. The remaining unsuccessful applicants will be notified accordingly.

An invitation to attend an interview provides an opportunity to provide further information to the selection committee to substantiate your claims against the selection criteria or demonstrate your capabilities.

The selection committee will subsequently seek referee reports, if not sought prior to interview, before making a decision to make an offer of appointment to the preferred candidate. The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work, behaviour in the work place and suitability for the position. Referee reports may be sought orally, or in writing by post or e-mail.

Referees should normally include current supervisors or and/or managers. A referee must be able to comment on your work experience, skills and performance with respect to the selection criteria. Referee checks conducted after the interview process can sometimes delay notification of the successful candidate and other interviewees.

If you are the preferred candidate, you will be contacted by telephone followed by a written offer of appointment to the position. Do not take any action, such as resigning from your current position, before you receive a **written offer** of appointment.



POSITION DESCRIPTION

Position Title	Adolescent and Family Psychologist
Program	Wellness Centre
Purpose of Position	WAYS Youth & Family is a major provider of help and assistance to young people and their families in Eastern Sydney. The Adolescent and Family Psychologist provides counselling and assessment services to young people aged 9-25 and their families and or significant others. The range of issues addressed include but are not limited to: alcohol and other drug issues, mental health e.g. anxiety, anger management, depression, family and relationship issues, parenting, school refusal and self-esteem issues. This position sits within the WAYS Wellness centre and forms part of a multidisciplinary team of psychologists, social workers, case managers and G.P's.
Reports to	General Manager
Staff Supervised	None
Closing Date	February 19 th 2018
Further Information	Vanessa or Bella 02 9365 2500

Employment Details and Remuneration

Hours per week	38 hours per week full time
Place of work	Bondi Beach and Bondi Junction
Type of Employment	Fixed term contract until June 2019 Re-employment in role is subject to job availability and individual performance review.
Award	Social, Community, Home Care and Disability Services Industry Award (SCHCADS).
Remuneration:	Gross salary package and SCHCADS level 4- 5.4. The level will be dependent on qualifications and experience.

Benefits	<ul style="list-style-type: none"> • Salary packaging is a fringe benefit available to WAYS employees, with the consent of the ATO and legislation pertaining to such activities. WAYS Employees are eligible to package a total of \$16,050 per annum, of their award salary, as a fringe benefit. • Commensurate with NSW health rate of pay for psychologists. • WAYS to pay for external clinical individual and group supervision • Onsite clinical supervision • Supportive, youth focused work environment. • Access to a comprehensive service environment to meet the needs of clients seeking assistance. • Access to relevant external training opportunities. • Opportunity to work for a well respected Youth Services provider in the Eastern Suburbs. • Opportunity to contribute to the greater good of the community.
Date Description last reviewed	January 2018

This position is an identified position under the Child Protection (Prohibited Employment) 1998 Act : YES NO

Historical / Background Organisational Information

WAYS Youth & Family (WAYS) is a non-government provider of youth and family programs and services set up in 1979 by local community members in an attempt to remedy some of the social problems that were appearing amongst young people from the area. Initially, activities were primarily of a drop-in nature, recreation in focus and were conducted by volunteers. The initial aim was to divert young people away from anti-social and criminal activities. The organisation has always had and maintains a “one stop shop” philosophy, so over the years as young people have presented with a range of problems and issues the organisation has worked to establish programmes and activities to address their needs. Thus, moving from primarily diversionary programmes WAYS has now established a wide range of employment, therapeutic and education programs and services to meaningfully address the needs of our local community of young people and their families.

WAYS currently has a team of 38 professional staff engaged in providing specialized youth programs and services.

WAYS Values

All employees and volunteers are asked to uphold WAYS values and the Code of Conduct. Within that framework, particularly to:

- Treat all clients with respect, dignity, care and warmth and to offer services to assist them to have their needs met.
- Treat all staff, Board of Management members, volunteers, students, visitors and others with respect.
- Work cooperatively within the organisation and within the smaller team environments through accepting responsibility and accountability for actions at work; open and honest communication; utilise all paid and voluntary working hours in effective, efficient and conscientious ways.
- Contribute to our rich culture of professionalism, innovation and passion for our community and client group.
- Continue to improve the quality and service orientation of all our programs and services.

Position Key Result Areas

Key Result Area – Professional	Expected Outcomes
<p>Provide services including therapy/counselling, assessment, workshop design and facilitation, Facilitation of parent groups, advocacy, advice, and some case management support to clients.</p>	<ul style="list-style-type: none"> • Provision of individual and/or family therapy to young people (9-25) and their families, specifically addressing key issues relevant to youth such as anxiety, depression, anger management, drug and alcohol, family and relationship issues, issues to do with school and self-esteem. • Provision and execution of assessments and assessment reports for client group. • Provision of on-going follow up support for young people and their families affected by either their own drug and alcohol issues or by the drug and alcohol issues of a family member. • Utilise evidence based innovative approaches and strategies, to and counsel young people and their families. • Advocate on behalf of young people in relation to the legal, mental health, employment, welfare and education systems. • Design, promote and implement therapeutic and psycho-educational group work programs for young people and parents. • Design, promote and implement innovative and targeted interactive, experiential secondary school education program on topics such as: Alcohol and Other Drugs, Sexuality, Relationships, Body Image etc. These are delivered within a harm minimization framework. • Organize and participate in educational information evenings. • Participate in evaluations of both WAYS and the counselling service. • Active promotion of the WAYS Wellness center.
<p>Professional practice is congruent with WAYS organisational values, code of ethics and principles of professional practice.</p>	<ul style="list-style-type: none"> • Keep abreast of the latest trends and knowledge in therapeutic interventions, service provision and other relevant interventions for youth and families in the therapeutic space, criminal justice, alcohol and other drugs field and other adolescent issues relevant to the client group.

	<ul style="list-style-type: none"> • Personal presentation meets professional expectations. • Maintain professional accreditation as required by the program and relevant professional bodies. • Responsible use and management of organisational resources.
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Key Result Area – Leadership	Expected Outcomes
Uphold the philosophy and aims of WAYS Youth & Family at all times, and conduct them in a manner consistent with WAYS Youth & Family’s public image as caring and professional.	<ul style="list-style-type: none"> • Adopt a flexible and creative methodology in meeting the identified needs of the young people in accordance with the program objectives and outcomes. • Demonstrate a commitment to the principles of professional practice, including confidentiality, displaying non-judgmental attitudes, and respecting the individuality of co-workers and clients. • Follow the reporting structure that ensures each layer of management is an integral component of communication. • Articulate the vision and mission of the organisation to the client group, staff and other stakeholder groups.
Key Result Area – Management	Expected Outcomes
To be familiar with all documentation, guidelines and procedures that support the program aims and objectives.	<ul style="list-style-type: none"> • Effective management of client appointments, files, records and related systems. • Participate in regular file audits to maintain compliance requirements. • Maintain accurate statistical records • Provide on time and accurate statistical information and program outcomes for reporting, measurement of performance indicators and inclusion in funding body performance reports.
Participate in the human resource management plan for the organization.	<ul style="list-style-type: none"> • Active participation in regular internal and external clinical supervision. • Training and development is guided by an active career development plan. • Active participation team meetings.

<p>Contribute to the organizations responsibilities to ensure relevant legislative requirements are being enacted for the benefit and protection of clients, staff, the management committee and broader community.</p>	<ul style="list-style-type: none"> • OHS responsibilities maintained. • Clear understanding and enactment of all legislation and reporting requirements in relation to young people in NSW such as the Children and Young Persons (Care and Protection) Act 1998 and mandatory reporting requirements and responsibilities. • Ensure equality of access opportunities for all service clients. • Privacy and confidentiality responsibilities maintained. • Maintain appropriate client boundaries as per the WAYS Code of Conduct and relevant legislation in relation to children and young people. • Work in accordance with the organizations policies and procedures to support service delivery.
<p>Key Result Areas-Financial</p>	<p>Expected Outcomes</p>
<p>Financial Management</p>	<ul style="list-style-type: none"> • Participate in fundraising activities upon request. • Assist with the drafting of funding submissions, tenders to government and philanthropic bodies.
<p>Responsible use of programme monies.</p>	<ul style="list-style-type: none"> • Expenditure meets program guidelines. • Maximise the use of financial resources to benefit client outcomes.
<p>Key Result Areas-Organisational</p>	<p>Expected Outcomes</p>
<p>Assist the organisation's efforts to achieve its organisational and funded key performance indicators.</p>	<ul style="list-style-type: none"> • Participation in Quality Assurance activities, service planning and development to improve programme delivery effectiveness and efficiency. • Meet individual and programme KPI's. • Provide program reports, statistics, and monthly management reports demonstrating performance and activities. • Create equality of access opportunities for all service clients. • Active participation in staff meetings and planning sessions. • Identify emerging needs of the client group and consult with the General Manager on appropriate programs and strategies.

<p>Develop and maintain relationships with other organisation and relevant agencies in the community.</p>	<ul style="list-style-type: none"> • Presentations at interagencies, and local community youth services. • Attendance at interagency or other professional meetings relevant to your role. • Develop working relationships and liaison with relevant professional peak bodies, schools, government departments, local community youth services and other appropriate resources for promotion and referral to attract young people and parents to the service. • Receive and make appropriate and effective referrals. • Assist in the maintenance and provision of a comprehensive range of information resources for clients on alcohol and other drugs, school programs, health, welfare, housing, legal, employment and other issues.
<p>Work closely with other WAYS programmes to ensure that the service is featured and integrated into cross organisational programs and activities</p>	<ul style="list-style-type: none"> • Make internal referrals to where appropriate to assist program objectives and maximize client outcomes. • Work collaboratively with WAYS staff and other WAYS programs. • Work with WAYS Secondary school students, parents and staff. • Participate in organisational activities. • Other duties as required. e.g. participation in WAYS community music events and health education programs.

Selection Criteria

Qualifications	Essential: <ul style="list-style-type: none"> • Relevant tertiary qualifications in Psychology. • Current Class C Drivers Licence. Desirable: <ul style="list-style-type: none"> • Registration as a psychologist (or working towards this) • First Aid Certificate. • Registration with AHPRA.
Knowledge and Skills	Essential: <ul style="list-style-type: none"> • Demonstrated experience working therapeutically with young people (9-25 years), their parents and families. • Demonstrated capacity to provide psychological assessment and advocacy services to young people, parents and their families. • Experience in facilitating and or writing therapeutic and psycho-educational group workshops for young people and parents. • A high level of written, oral and interpersonal communication and organisational skills. • Collaborative approach to problem solving and team work. • Ability to manage time and multiple demands. • Computer literacy skills.
Experience	Essential: <ul style="list-style-type: none"> • Experience in liaison with mental health professionals, government and non-government agencies, other NGO's and community groups. • Capacity and or experience in working within a multidisciplinary team. Desirable: <ul style="list-style-type: none"> • Experience in providing family therapy. • Group work training and experience. • Training and experience in brief intervention, stages of change and motivational interviewing principles. • Demonstrated experience in program/ workshop design, implementation and review. • Familiarity with local mental health services.
Personal Qualities	Essential: <ul style="list-style-type: none"> • Genuine interest and commitment to work with parents, families and young people. • Personal values are congruent with the organisational values. • Community setting orientated.