



Clinician (Career Transition)

POSITION DESCRIPTION FORM

Region / Portfolio:

Workforce

Position Description Number:

Generic 751

Directorate / Command / District / Division:

Health Welfare and Safety Division

Level:

Level 5

Work Unit:

Career Transition Team

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Provides comprehensive case management support to Western Australia Police Force employees navigating career transitions, including assessments, referrals and the development of individualised transition plans. Engages with internal and external stakeholders to provide advice, resources and training to support employees and managers throughout the transition process. Ensures compliance with relevant policies, maintains confidentiality, and upholds high ethical standards in all aspects of the role.

Role of Work Unit

The Career Transition Team provides structured and effective support to individuals navigating transition to another career. The team is committed to empowering individuals through guidance, referrals, resources, and tools that facilitate successful transitions. This includes individual case management, personalised career transition plans, and early engagement with officers likely to enter the Career Transition Program. The team coordinates resources by facilitating referrals, workshops, and maintaining a directory of training programs. Acting as a liaison between employees and leadership, the team ensures transparent communication, addresses concerns empathetically, and provides regular updates on resources and timelines.

Additionally, the team monitors and reports on career transition progress, liaises with the Vocational Rehabilitation Unit, collects feedback to enhance services, and provides insights to leadership for continuous improvement.

Reporting Relationships

This position reports to:

- Career Transition Manager, Level 6 – operationally and administratively
- Chief Psychologist, Specified Calling 5 - for professional and clinical oversight

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Clinician (Career Transition)	Level: Level 5	Position Number: Generic 751
--------------------------------------------------	-------------------	---------------------------------

Key Accountabilities

1 Case Management (60%)

- 1.1 Initiates contact with WA Police Force employees (police officer and police staff) upon receipt of referral to the Career Transition Program.
- 1.2 Conducts needs and triage assessments to identify appropriate supports and intervention to influence positive health and career transition outcomes for employees, developing individualised career transition plans.
- 1.3 Provides adjustment and/or vocational counselling as well as motivational interactions with ill and injured employees to assist with identifying transferable skills and suitable new employment pathways.
- 1.4 Functions as a case manager with an allocated case load providing a range of education, training, therapeutic interventions, career advisory, counselling and mental health services and care coordination with other services.
- 1.5 Interprets legislation, awards and conditions of employment, providing appropriate advice in relation to injury management and career transition.
- 1.6 Completes timely referrals on behalf of officers in the Career Transition Program to internal and external support services.
- 1.7 Maintains integrity, security and confidentiality of the injury management and career transition files.
- 1.8 Ensures appropriate record-keeping practices are observed including drafting care/management plans and maintaining running sheets.
- 1.9 Maintains effective communication networks with clients, management within the agency and external stakeholders.
- 1.10 Offers continuous support to officers throughout their career transition, helping them navigate challenges, offering guidance, and connecting them with appropriate resources to ensure successful transition.

2 Engagement and Consultation (35%)

- 2.1 Provides an advisory and consultancy service to agency employees on career transition matters.
- 2.2 Attends meetings with district / divisional managers to provide support in inducting officers to the Career Transition Program.
- 2.3 Provides assistance, advice and support to ill/injured workers, supervisors, divisional officers and stakeholders regarding the career transition process, identification of transferable skills and services to assist employees transition successfully from the WA Police Force.
- 2.4 Develops resources, toolkits, and delivers information sessions to equip managers with the skills and knowledge to effectively support staff in transition while ensuring compliance with relevant policies and procedures.
- 2.5 Provides regular check-ins and emotional support for officers throughout the Career Transition Program, ensuring they feel informed, supported, and equipped for the next steps in their career journey.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

Position Title: Clinician (Career Transition)	Level: Level 5	Position Number: Generic 751
--------------------------------------------------	-------------------	---------------------------------

Work Related Requirements

Essential

Possession of a recognised tertiary qualification in a relevant allied health discipline

Context in which work related requirements will be applied and or general standard expected.

Inclusive of occupational therapists, psychologists, counsellors, social workers, mental health clinicians or other health professionals registered with the Australian Health Practitioner Regulation Agency (AHPRA) and/or the Australian Association of Social Workers (AASW).

Communication skills

Building and maintaining effective relationships with internal and external stakeholders, ensuring quality service through empathetic communication, influencing change, and navigating difficult conversations. Counselling.

Analytical and conceptual skills

Providing information, guidance, advice and recommendations to employees. Thinking laterally, resolving problems and identifying opportunities to enhance best work practices.

Organisational skills

Managing workload effectively by planning and prioritising work to meet deadlines. Demonstrating initiative to achieve work objectives with minimal supervision.

Desirable

Knowledge in the delivery of professional injury management/rehabilitation services

Comprehensive understanding of anatomy and physiology, understanding mechanisms of injuries and how this can impact return to work, rehabilitation and career transition.

Ability to deal with employees who have suffered a psychological injury

Liaising with confidence. Dealing with sensitive matters in a professional manner.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Others**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Consultant, Organisational Design and Analysis	Sonia Comerford	09/01/2026
Project Manager, Workforce	A/Inspector Courtney Solly	09/01/2026