**Job Description Form**

**Eligibility Assessment Psychologist**

**Position Details**

**Position Number:**  Generic

**Classification:**  Specified Callings Level 2 or 3

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Disability Services / Local Operations / Eligibility Services

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:**

**JDF Review Date:** 12 November 2018

**Reporting Relationships**

**This position reports to:**

99004816, Eligibility Assessment Team Leader, Specified Callings Level 3

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position participates as a member of the Eligibility Assessment Team to provide psychological assessments, reports and consultation for individuals suspected of having neurodevelopmental disorders such as autism spectrum disorders and intellectual disability. Contributes professional skills and knowledge to enhance team functioning and encourage positive outcomes for children and families.

**Duties and Responsibilities**

1.0 **Diagnostic Assessments**

1.1 Participates in diagnostic assessments for neurodevelopmental disorders including autism spectrum disorders and intellectual disability.

1.2 Completes diagnostic reports within appropriate timeframes.

1.3 Liaison with education, health, medical and other professional to complete the diagnostic assessments.

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**2.0 Information Management**

2.1 Records and maintains consumer information and documentation including relevant file notes, correspondence and assessment reports, and records consumer data on the required databases within nominated timeframes.

2.2 Uses computer technology and associated software including word processing, email, spreadsheet and presentation packages to efficiently manage correspondence, communication and information.

**3.0 Team Participation and Development**

3.1 Provides information, training and consultative support to DSC staff as required, in relation to the assessment of autism spectrum disorders and intellectual disability.

3.2 Regularly supports staff and/or students in relation to the technical and conceptual elements of undertaking diagnostic assessments for autism spectrum disorders and intellectual disability.

**4.0 Professional Development and Supervision**

4.1 Participates in and contributes to regular supervision with the Team Leader.

4.2 Participates in the Performance Development Process.

4.3 Supervises relevant tertiary students during their placement at the Commission.

4.4 Contributes to clinical mentoring and peer support/supervision of team members and colleagues.

4.5 Continues to develop expertise in the assessment of autism spectrum disorders and intellectual disability.

**5.0 Community Liaison and Capacity Building**

5.1 Plans, develops, and provides information, resources, and education in accordance with the Directorate’s Operational Plan and other identified needs.

5.2 Participates as a representative of Disability Services Commission Inter-agency and community groups in order to build community capacity through the sharing of information and knowledge.

**6.0 Service and Resource Development**

6.1 Engages in clinically relevant research opportunities including but not limited to service evaluations.

6.2 Develops service and practice initiatives and resources in accordance with the Directorate’s Operational Plan, evidence-based practice and best practice guidelines.

6.2 Participates in and contributes to relevant clinical meetings.

**7.0 Other**

7.1 Performs other duties as required.

**8.0 Additional Duties for Psychologist who have been progressed to SCL3**

8.1 Engages in peer consultation with other psychologists in order to support continuous professional development requirements for AHPRA registration.

8.2 Provides or contributes to the formal supervision of Psychologists who are working towards endorsement in an approved Area of Practice in psychology, as appropriate.

8.3 Provides regular professional supervision and performance development to nominated staff (as appropriate), including students.

8.4 Contributes to the development of policy by providing information, feedback and advice to management, as required.

8.5 Consults with internal and external stakeholders, including broadly disseminating information and advice on contemporary research and practice.

**Essential Work-Related Requirements (Selection Criteria)**

**\* Psychologists/Registrars endorsed in a relevant approved area of practice (see qualification section) in accordance with section 98 of the Health Practitioner Regulation National Law Act (WA 2010), can apply to be progressed to Specified Callings Level 3.**

1. A Tertiary degree qualification in Psychology approved by the Psychology Board of Australia AND eligible for 'General Registration' on the register of Psychologists with the Australian Health Practitioner Regulation Agency (AHPRA).

(Refer to the ‘Special Appointment Requirements’ section below)

2. Demonstrated experience in the assessment of individuals for the presence of autism spectrum disorders and/or intellectual disability.

3. Demonstrated experience in working in an interdisciplinary team.

4. Ability to conduct complex psychological assessments including the selection and use of appropriate methods and measures to inform diagnosis and differential diagnosis of autism spectrum disorders and intellectual disability.

5. Understanding of and commitment to evidence-based practice and continuous improvement.

6. Well-developed interpersonal, verbal and written communication skills

**Desirable Work-Related Requirements (Selection Criteria)**

**Qualification Requirements for Progression of Psychologists to Specified Callings**

**Level 3:**

1. Master’s Degree in Psychology or equivalent qualification approved by the Psychology Board of Australia AND 'General Registration' on the register of Psychologists WITH endorsement in an approved area of practice (Clinical, Forensic, Educational and Developmental, Counselling) with AHPRA.
2. Ability to develop, prepare, present and evaluate training packages for individuals and groups.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.
2. This position is based in the Perth Metropolitan Area, however travel in response to operational needs to rural and remote areas of WA and staying overnight or for short periods is a requirement of the role.
3. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.
4. Appointment is subject to a satisfactory Working with Children (WWC) Check.