

Position Description

Psychologist

Company:	Ingeus Australia (Assure Programs) - Part of the APM Group)
Reports To:	State Manager
Key Reports:	n/a
Works With:	Assure Programs

1. Company Mission

- 1.1 We deliver exceptional value by creating healthy communities through exceptional people working side by side.

2. Key Purpose

- 2.1 Contribute to the highly professional, timely and ethical delivery of EAP services to Assure customers and APM's NDIS programme through the provision of exceptional clinical/counselling psychological services

- 2.2 Provide evidence-based solution focused interventions for a range of presenting issues

3. Major Objectives

- 3.1 Provide psychology services, for EAP, NDIS and private clients, including on-site and home visits where appropriate
- 3.2 Undertake assessments and develop training and consulting solutions for customers to complement other service offerings in well-being and corporate psychology solutions.
- 3.3 Participate in the organisation's quality management and continuous improvement activities related to the role and display consistent positive organisational citizenship behaviours in the way of business.

4. Key Responsibilities

- Provide exceptional assessment and consulting psychological services to clients, including on an urgent basis
- Be available to attend customer workplaces and clients' residences to provide intervention as required, including critical incident defusing, and/or support for significant events or announcements.
- Arrange specific referrals for interventions outside the scope of EAP boundaries.
- Undertake phone and skype counselling
- Provide services other than psychological counselling for individual clients (i.e. training and EAP awareness sessions)
- Management of records, reports, development of resources and related administration as requested
- Promote a culture of continuous improvement by commitment to professional development for self and others
- Adherence to billable targets
- Participate in internal and external PD opportunities
- Offer support and expertise sharing to colleagues
- Follow HR processes and procedures.
- Participate in quality management and continuous improvement activities related to the role.
- Display consistent positive organisational citizenship behaviours in the Assure Programs by living our Values document and comply with the leadership behaviour framework at all times.

5. Challenges

- 5.1 Working in extremely fast paced, results driven and constantly changing business environment.
- 5.2 Working in a high-performance culture with expectation of consistently delivering on targets

6. Authorities

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The Psychologist is empowered to make decisions within their delegation and area of responsibility (refer Delegations Document).

7. Essential Skills, Qualifications & Experience

7.1

Qualifications		Experience	Memberships
Essential	Desirable		
➤ Registration as a Psychologist in Australia	➤	➤ 5+ years counselling or equivalent relevant experience ➤ Experience with workplace based clinical and counselling interventions ➤ Experience in critical incident defusing services and workplace counselling ➤ Experience in workplace liaison (with employees, HR and/or management)	➤

7.2 Skills, attributes and experience - Essential

- Ability to provide brief interventions with a diverse caseload, including working with children, adolescents and couples
- Model and demonstrate a superior level of interpersonal skills and ability to contribute effectively in a team setting including warmth, flexibility and calmness under pressure
- Ability to contribute to the intellectual property of APM Group, including Assure Programs and industry through the development of relevant reports/resource material, succinctly and clearly
- Capacity to work independently and autonomously, requiring minimal supervision
- Excellent computing skills, including word processing and e-diary management
- Excellent organisational and time management skills
- Superior written skills, with attention to detail and the ability to follow administration procedures with accuracy and efficiency
- Demonstrated understanding of the integration of Assure Programs psychology services, and a focus on business development. Excellent ability to identify opportunities for Assure to provide services that can positively support and assist our client organisations.
- Possess the personal and professional presence, integrity, business ethics and credibility to represent Ingeus in a positive manner at all times and positively contribute to culture.
- Adhere to AHPRA and APS guidelines
- Willingness to participate in team and workplace activities
- Current driving licence and own transport

Desirable

- Demonstrated commitment to Environmental Sustainability

Document Change Control Register

Owner	:	Human Resources
Approved by	:	Paula Lee

Version	Public'n Date	Author	Summary of Changes
1.0	22/02/2012	Brooke Eagle	Create Position Description
2.0	01/09/2015	Dean Garrett	Amendment
3.0	9/07/2020	Sharon McConville	Amendment