

Carelink Counselling Services Position Description

Position Title

Psychologist, Coordinator of Clinical Services

Program

Assessment of persons who allege to have been sexually abused by personnel of the Catholic Archdiocese of Melbourne.

Key Objectives

The Co-ordinator, directed by the Consulting Psychiatrist/Director will, with sensitivity and integrity, work to achieve the best outcome for clients.

To work and lead a team of workers in the delivery of services to clients referred by the Independent Commissioner for Sexual Abuse in the Catholic Archdiocese of Melbourne

Qualifications, Key Skills and Competencies

- Specialist skills and experience in working with victims of sexual abuse.
- Tertiary qualifications and current registration in an allied health discipline.
- Excellent organisational and time management skills.
- Excellent communication and negotiation skills.
- Knowledge and experience for selection of professionals for outsourcing client services.
- Ability to work independently.
- Current driver's licence.
- Hours to be negotiated.
- To be available on a regular weekly basis for issues arising at Carelink.
- Some travel and after hours work necessary.

Key Responsibilities

1. Organise the assessment of persons referred to Carelink by the Independent Commissioner. Inform clients of the Carelink function and confidentiality process within the service.
2. Communicate with prospective clients before first interview by telephone or letter and meetings to assist clients through process.
3. Delegate to the Office Manager transport, accommodation and other relevant arrangements for clients attending Carelink.
4. Ensure release of information forms are signed. Ensure confidentiality and privacy issues are explained and maintained.
5. Appropriate participation and presence at assessments with Carelink's Consulting Psychiatrist/Director.
6. Read through psychiatric reports with Carelink clients to establish the accuracy of the reports before they are provided to the Compensation Panel.
7. Organise psychological/psychiatric care as required and any reports or other assessments available from clients' clinicians.
8. Read and check transcripts when completed for accuracy, as these are legal documents.
9. Refer to Pastoral Response Person, if requested by client.
10. Co-ordinate medical, psychiatric and psychological reports for the Compensation Panel.
11. Return crisis calls and refer to appropriate External Health Service Providers (EHSPs).
12. Organise assessments and services (if appropriate) for secondary victims.
13. Communicate with EHSPs when necessary regarding matters concerning and related to clients.
14. Review ongoing clients in therapy, according to EHSPs Protocols.
15. Attend appropriate conferences for professional development.
16. Refer media matters to the Archdiocese media agency.

Client-related responsibilities/accountabilities

Communication with Carelink Clients (phone calls/emails) and provide information relating to counselling and varying requests.

Arrange all appointments for clients requiring assessment and reviews

- (i) Attend and observe interviews between potential new clients with Carelink psychiatrist and discuss reporting issues;
- (ii) Meet with new Carelink clients to read psychiatrist's report to check report prior to forwarding to panel.

Source External Health Service Providers for Carelink Clients and provide information to Clients and Providers regarding the Carelink process. Implement procedure for providing new Service Providers with Protocols and information.

Track clients incoming reports from Health Service Providers and provide reminders regarding updating of client information.

Source other information for clients as the need arises such as private hospital facilities, drug, and alcohol detoxifications and rehabilitation facilities. In these circumstances liaise with intake managers and other health professionals.

Liaise with the Independent Commissioner and Carelink legal representatives and provide information as requested. When disputes or complaints are made relating to Carelink, provide written chronologies and supporting assessment and information.

Liaise with the office of the Chairperson of the Compensation Panel regarding monthly panel meetings and recommended client attendances. Provide panel with copied reports from Carelink consulting Psychiatrist.

Maintain confidentiality of Client information.

Attend weekly Supervision, maintain education regarding sexual abuse matters.