



JOB DESCRIPTION

TITLE OF POSITION	Psychologist
CLASSIFICATION LEVEL	HPSSA Health Professional Employee Level 2
PROGRAM	Better Self Psychology

OVERVIEW

Lutheran Care provides community services in South Australia and Northern Territory through a range of programs. We support communities through responding to the needs of individuals and families, community development, learning opportunities, accommodation and disability support. Current programs include emergency relief, financial counselling, family support and education, foster care, homelessness and housing and, NDIS disability services. Lutheran Care is committed to reducing barriers encouraging inclusion and participation in the community of people all ages, genders, Lesbian, Gay, Bi-Sexual, Transgender, Intersex and Queer (LGBTIQ) people, Aboriginal and Torres Strait Islander (ATSI), Culturally and Linguistically Diverse (CALD) backgrounds and those with a disability.

ROLE SUMMARY

Better Self Psychology (BSP) Psychologist provides mental health services both privately and through Medicare and NDIS plans. With locations in Hutt Street, Prospect and Plympton we support individuals across the lifespan. Better Self Psychology is committed to delivering high-quality, evidence-based care that empowers clients to enhance their mental well-being and fully utilise their available supports.

REPORTING RELATIONSHIPS AND ACCOUNTABILITY

The Psychologist reports to the Clinical Lead – Psychology at location of employment.



CORE BEHAVIOURS/ RESPONSIBILITIES

ROLE:	LC STAFF RESPONSIBILITIES AND DUTIES:
LC Culture	• Model ethical behaviour and practice consistent with the Christian ethos of LC as outlined in the Code of Conduct and stated values. • Adhere to and support LC's policies and procedures. • Comply with professional codes of conduct.
Teamwork	• Contribute to maintaining a supportive team environment by communicating with team members, staff and volunteers in a positive and encouraging manner. • Support LC's senior management team's decisions and ensure that instructions are carried out. • Alert the program manager to any emerging issues or critical incidents that may impact upon the growth, stability and sustainability of the relevant program/work area(s). • Attend and actively participate in regular team meetings and forums as required. • Report to the supervisor as required.
Work Health and Safety	• Maintain a safe and healthy workplace, identify and act upon potential workplace hazards and identify and implement procedures to manage and minimise risks within your team environment. • Promote and adhere to LC's Work Health and Safety guidelines.
Resource Management	• Monitor financial reports, expenditure and budget to meet budgetary requirements. • Maintain records of activities as required for accountability purposes. • Manage resources and risks efficiently and effectively. • Work within established or negotiated financial and time constraints
Continuous Improvement	• Contribute to the delivery of high quality services. • Understand and support continuous quality improvement in LC.



CORE BEHAVIOURS/RESPONSIBILITIES

ROLE	RESPONSIBILITIES AND DUTIES SPECIFIC TO THE ROLE:
Provision of Psychological Services	• Provide individual psychological services to clients across the lifespan and over a broad range of diagnosis. • Develop and implement treatment plans tailored to individual client needs. • Assess, diagnose, and treat clients using evidence-based standards. • Implement reflective practice to achieve the best outcomes. • Foster strong therapeutic relationships and promote continuity of care. • Remains onsite during client appointment hours unless otherwise negotiated with the Business Manager. • The role has minimum caseload of 5 clients per day. Appointments will be scheduled in accordance to diary availability developed by the Business Manager.
Clinical Documentation and Communication	• Maintain accurate client records in compliance with, practice, legal and ethical standards. • Complete clinical notes by the end of each week. • Completes letters to referring practitioners in line with practice standards and external stakeholders requirements (e.g. Medicare, NDIS, insurance etc.) by the end of each week. • Follow all confidently and data protection protocols. • Communicates with referral sources to support positive client outcomes. • Uses appropriate communication channels within the practice (e.g. Slack)
Learning and Development	• Participate in ongoing supervision, peer consultation and group supervision. • Attend relevant workshops, seminars, and training sessions as required by the practice, directed/negotiated by Clinical Leads and in alignment with AHPRA registration standards for CPD. • Stay updated with the latest evidence-based practices and clinical research.
Policy	• Adhere to clinical and practice policies, procedures, WH&S and guidelines to align with current evidence-based practices and regulatory requirements.
Punctuality	• Arrive on time for all scheduled appointments and meetings. • Respect client time and ensure sessions start and end as scheduled. • Manage scheduling effectively to maximise practice efficiency and negotiate with the Clinical Lead and Business Manager if necessary.
Responsibility	• Able to assume responsibility for personal and professional actions. • Able to communicate and receive feedback to/from team members and leadership in a direct and caring manner.



Systems and Processes	• Utilise the practice management software (Cliniko) effectively for booking, documentation, and reporting. • Follow administrative protocols of the practice to ensure smooth practice operations. • Provide feedback on system improvements where necessary.
Marketing and Business Development	• Support practice marketing efforts, such as blog writing, social media contributions, and community engagement. • Build strong referral relationships with GPs, allied health professionals, and other relevant stakeholders. • Maintain a professional online presence that aligns with practice values.
Values	• Integrity & Ethical Practice – Adhering to ethical guidelines and maintaining professional boundaries. • Client-Centered Care – Prioritising client well-being and individual needs. • Collaboration & Teamwork – Supporting colleagues and contributing to a positive team environment. • Growth & Excellence – Engaging in ongoing learning and clinical development. • Accountability & responsibility – Taking ownership of clinical work and practice contributions.
KPIs	• Attends monthly Clinical Lead meetings to discuss and maintain practice KPIs to increase positive outcomes for clients.
Hours	• This is to be agreed upon in your individual contract and will encompass both clinical and non-clinical responsibilities as part of the Better Self Psychology team.



PERSON SPECIFICATION

REQUIRED QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE AND ABILITIES

- Bachelor of Psychological Science with Honours (or equivalent)
- AHPRA and Medicare Registration
- Professional Insurance and Public Liability (PI and PL)
- Current Police and Department of Human Services Working with Children Check

SPECIAL CONDITIONS

Any offer of employment is subject to;

- A current and satisfactory Department of Human Services Working With Children Check
- A current and satisfactory NDIS Worker Check
- A current and satisfactory National Criminal History Check
- Safe Environments for Children and Young People certification

ACKNOWLEDGEMENT:

Staff will be consulted over major changes to their position descriptions, however, duties and responsibilities may vary from time to time to maintain “Best Practice” standards of service delivery. You may be assigned other duties as reasonably requested within your level of skills and qualifications.

I have received, reviewed and fully understood the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee: _____ Witness: _____ Date: _____