



Position Agreement

Job Title	Clinical Psychologist
Award	Health Professionals and Support Services Award 2010 Health Professional https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000027/default.htm
Type of Work	Part or Full time Employee
Date Last Updated:	27/07/20
Business Unit	Attuned Practitioners
Reports to	Managing Director for professional issues Practice Manager for practice issues
Direct Reports	none
Indirect Reports	All Psychology Staff where agreed
Other Internal Relationships	Directors of Attuned Psychology and Adelaide Night and Day Family Therapy, Business Advisor, Admin, Marketing and Finance teams



External Relationships	<ul style="list-style-type: none"> ● Clients ● Sales Influencers and Sales Partners including referrers ● Suppliers ● Funding Bodies ● AHPRA and All Professional Associations representing Staff
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Company Vision Statement	To be an outcome-focused practice offering psychological and therapeutic services for people of all ages and backgrounds.
Company Mission Statement	To delight our clients To be an experience of healing to our clients To delight our staff

Practitioners' Department Vision	Our practitioners are to be the most professional, friendly and highest skilled and sought after staff in Allied health services. This department is to be an employer of choice, with flexible and fair work conditions where at all possible.
Practitioners' Department Mission	The way will achieve this reputation will be by: <ul style="list-style-type: none"> ● Support staff with additional training/development opportunities ● Having a stable team ● Excelling in personalised customer service ● Fostering the best of reputation through our quality of service to clients, other members of Attuned and each other. ● Efficient/systemised via policies and procedures ● Flexibility in work/employment ● Practitioners who values each member of the Attuned team and value their place in that team



Position Vision Statement	To ensure the best quality of therapeutic experience and outcomes for our Clients.
Position Mission Statement	<ul style="list-style-type: none">● To support all members of Attuned in the fulfilling of the Visions and Missions of Attuned.● To provide an experience of appropriate and healthy therapeutic relationships to clients.● To keep up to date be and aware of the latest therapeutic trends in the industry.● To fulfill all professional and legal obligations for the clients● To keep appropriate notes of client interaction and therapeutic inputs and outcomes● To keep up to date professional memberships, and professional registrations.● To seek out continual improvement by professional development● To continually build relationships with the rest of the team through appropriate connection, discussion, PD and peers supervision● To assist in the Marketing of the position and Attuned



<p>Company Wide Values</p>	<ul style="list-style-type: none"> ● To follow and abide by any Company Policy, Procedure, Checklist or Decision as they are produced. ● To treat other members of Attuned with dignity and respect ● To treat clients and suppliers with dignity and respect. ● To do everything in your professional power to help create Attuned as one of the most respected practices in South Australia ● To help create a safe and comfortable environment for our clients, our staff and their families
<p>Values and Principles of Roles</p>	<ul style="list-style-type: none"> ● Integrity ● Professionalism ● Teamwork ● Professional Development ● Delight in clients and the practice ● Relationship ● Timeliness
<p>Results Statement</p>	<p>I agree to provide the following results:</p> <ul style="list-style-type: none"> ● to provide a welcoming and efficient service to both clients and other staff. ● to perform all my specific duties to the best of my ability ● to assist in growing Attuned in reputation as the place to be



Position Tasks	<ul style="list-style-type: none">● Provide therapy to children, adolescents, adults, couples and families for a broad range of clinical issues● Take appropriate breaks● At least .5 hours for long break for each 5 hours of work● 15 minutes between clients where appropriate for team work, client transaction support, gp letters, rest break, etc● To fulfill the requirements of client's funding bodies where you have agreed to accept the referral● Medicare referrer letters to be written between one to four weeks of seeing client in the appropriate session as per policy (first letter within a week)● Case management for clients e.g. maintaining contact with parents, teachers, Dr's as needed etc● Attend networking and Professional Development for maintaining up to date knowledge of key clinical issues and treatments● Attend Attuned peer supervision sessions at least every 1 month● Attend and log supervision sessions as required by your registration requirements● Therapeutic modalities and interventions are to be as agreed between the director and the therapist will only be used in alignment with Attuned Psychology's therapeutic brand positioning and what is allowed by the appropriate professional body.● Maintaining electronic and paper record keeping● Marketing and networking with existing and new referral sources including regular blogging● Developing and facilitating training/professional development in areas of interest and expertise● General administrative duties as required i.e. booking next client session, processing payments, etc, only where admin staff are not available.
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KEY Performance Indicators	<ul style="list-style-type: none">● Average Client Rebooking Rate (as agreed to from time to time)● Min Average Weekly Session Rate 25 sessions of Client time per week FTE● Satisfaction of the Key duties as agreed to above● Hours as outlined in Appendix A as modified from time to time
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Statement of the position holder

I accept the responsibilities of this position and agree to produce the results, perform the work and meet the standards set forth in this position agreement.

Signed, Date,

Printed Name:

Statement of the position holder's line manager

I agree to provide a working environment, the necessary resources, assistance and training to enable the accountabilities of this position to be accomplished.

Signed, Date:

Printed Name: Alexandra Frost



Statement of the Managing Director

I agree to provide the employment conditions contained within as well as any other contractual arrangements entered into as reciprocity for the commitment provided. I agree to provide all the support I can to assist in delighting you and our clients.

Signed, Date:

Printed Name: Alexandra Frost

Appendix A Position Agreement

- Fee structures will be set by the practice based on qualifications, endorsement and level of experience, with sessions after hrs set at a higher rate than business hours appointments.
- For the highest remuneration a percentage of client sessions offered after hours will be negotiated.

Initial Hours as negotiated

Please Note

The above award remuneration in this standard version of the Position Agreement is based on the Award and is inclusive of any extra hours you might do for supervision, training, leave loading, networking, professional development, after hours work loadings or any other work done unless otherwise negotiated with the business. After hours work is defined by the award and because this is not a flexi-time position, extra time cannot be used to accrue flexi days.

At Attuned Psychology we record hours in a timesheet.