



Job ad reference:	
Role title:	Clinical Intake Officer - Child Development Service
Status:	
Unit/Branch:	Health Service District
Division/District:	
Locations:	
Classification level:	
Salary level:	
Closing date:	
Contact:	
Telephone:	
Online applications:	www.health.qld.gov.au/workforus or www.smartjobs.qld.gov.au
Fax application:	
Post application:	
Deliver application:	

About our organisation

Queensland Health's mission is 'creating dependable health care and better health for all Queenslanders'. Within the context of this organisation, there are **four core values** that guide our behaviour:

- **Caring for People:** Demonstrating commitment and consideration for people in the way we work.
- **Leadership:** We all have a role to play in leadership by communicating a vision, taking responsibility and building trust among colleagues.
- **Respect:** Showing due regard for the feelings and rights of others.
- **Integrity:** Using official positions and power properly.

Purpose of role

To deliver an integrated clinical intake process comprising transdisciplinary screening, triage and allocation for assessment and/or intervention in order to ensure prompt and coordinated access to services for children and their families referred to the Child Development Service within Health Service District.

This position has a lead role in the establishment, development, implementation and evaluation of the clinical intake function and associated assessment and intervention processes within the multidisciplinary team environment to ensure all aspects are integrated, efficient and family-centred.

Where a child is deemed to be ineligible for services, the position will assist families to access appropriate services using their extensive knowledge of Queensland Health and community services and resources.

Staffing and budget responsibilities [Where applicable]

Provide guidance and direction to Clinical Intake Administration Officer position/s that provide support to the Clinical Intake Officer position.

To find out more about Queensland Health, visit www.health.qld.gov.au

Key accountabilities

Fulfil the accountabilities of this role in accordance with Queensland Health's core values, as outlined above. *It is presumed that this position incorporates all the role requirements of lower level clinical positions and may be required to be responsible for the following roles:*

Apply specialised developmental clinical knowledge and expertise to provide an advanced level intake service for children with developmental, behavioural and learning issues to ensure appropriate triage and prioritisation of children referred to CDS, with minimal direct clinical supervision.

- Apply autonomous specialist clinical/professional judgement and advanced knowledge to a novel and/or complex caseload using evidence based practice to facilitate clinical decision making with minimal clinical practice supervision.
- Provide a quality integrated clinical intake process for the Child Development Service comprising preliminary screening, triage and allocation using comprehensive transdisciplinary knowledge and clinical expertise in paediatrics to make informed judgements regarding a child's eligibility for services, need for intervention and the most appropriate care pathway.
- Facilitate clinical discussion which informs appropriate management planning and the integration and coordination of services across specialties within the Child Development Service for all new referrals, including ongoing liaison with referring agents and short-term therapeutic and problem solving discussions with parents to enable them to make decisions appropriate to the needs of their child.
- Provide professional leadership in the development of clinical practices, resources, procedures and protocols that support the continuum of care in a multidisciplinary environment which requires prompt and coordinated assessment and intervention by multiple disciplines and/or direction of referrals to other agencies where appropriate.
- Provide advanced clinical advice, consultancy and advocacy within the area of developmental and/or non-developmental paediatrics to other allied health practitioners within the team, professional and operational supervisors and other relevant stakeholders including Department of Education and Training, Department of Communities (Child Safety Services; Disability and Community Care Services), Autism Queensland, Cerebral Palsy League, General Practitioners, Guidance Officers, Teachers, Child Care Centres and Child Health Nurses regarding recommendations for clinical practice and service delivery to optimise client and service outcomes.
- Effectively communicate information about a wide range of developmental delays, disorders and health issues to children, parents/caregivers, multidisciplinary team members and other health professionals and agencies.
- Act as an information resource on the range of services available and related issues for parents, health professionals, educators and relevant others.
- Collaborate with other paediatric/developmental teams within the _____ Health Service District to ensure that services are integrated, efficient, evidence based and equitable for the community serviced and to facilitate the exchange of information that enables informed clinical decision making.
- Lead quality and service improvement activities within the area of child development and client services coordination and work collaboratively with the team leader and the multidisciplinary team to implement of such initiatives.
- Collaborate, consult and liaise with Health Information Managers and Team Leaders regarding clinical and electronic information and recording keeping systems including _____ and monitoring of activity and other data.

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Qualifications/Professional registration/Other requirements

The successful applicant must hold at least a tertiary degree (or equivalent) qualification in an allied health profession (such as speech pathology, occupational therapy, physiotherapy, psychology) from a recognised institution and current registration with the relevant therapy board of Queensland, including any necessary endorsements, to be provided to the employing service prior to the commencement of duty.

Key skill requirements/competencies

Clinical Expertise

Demonstrated advanced level knowledge, expertise and skills in the provision of multi-, inter- and transdisciplinary therapy services within developmental and non-developmental paediatrics.

Communication

Demonstrated ability to provide high level clinical advice regarding clinical service development and professional standards.

Clinical Ability

Demonstrated ability to apply evidence-based principles to facilitate novel and/or complex multidisciplinary clinical decisions.

Leadership

Demonstrated ability to lead change through quality and service improvement activities and provide clinical supervision of personnel. Demonstrated ability to contribute to the strategic direction for a healthcare team operating at one or more sites within a District.

How to apply

Insert the instructions for applicants to apply for the role. It is likely that most role descriptions will include one or more of the optional requirements in the below example.

Please provide the following information for the panel to assess your suitability:

- **A short response** (maximum 1–2 pages) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities and meet the key skill requirements.
- **Your current CV or resume, including referees.** Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. Referees will only be contacted with your consent.
- **Application form** (only required if not applying online).

About the Queensland Health Shared Service Partner

QHSSP is a customer-service oriented shared service provider, delivering state-wide human resource consultancy, payroll and establishment, recruitment, finance, supply, fleet, records management and linen services to Queensland Health.

A part of Queensland Health, QHSSP is responsible for implementing the whole-of-Government Shared Service Initiative within the department. Our commitment to high quality, professional service delivery is reflected in our vision – *first time right*.

Pre-Employment screening

Pre-employment screening, including a criminal history check, may be undertaken on persons recommended for employment. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

(Insert statement here if applicable)

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