

Job Description Summary – Registrar Psychologist

Job Title	Registrar Psychologist
Supervisor	Business Manager (Administration) and Clinical Supervisor
Location	Metropolitan SA
Direct Reports	N/A

JOB SUMMARY The Registrar Psychologist is responsible for providing evidence-based treatment to members of the community. This includes services provided through a range of funding sources. The Registrar Psychologist will work autonomously in their duties, however, will be provided adequate supervision and support.

RESPONSIBILITIES AND DUTIES

- Provide therapeutic sessions to referred clients using evidence based interventions.
- Develop tailored treatment plans for referred clients using prior knowledge and research skills.
- Collate handouts for referred clients for homework and therapeutic aids.
- Complete electronic client notes and reports for sessions to an appropriate standard as outlined by APS Code of Ethics/Supervisor standards.
- Write letters to other health professionals and external agencies to assist the client in continual access to health and other services.
- Prepare for and attend weekly clinical supervision sessions as per AHPRA guidelines.
- Attend professional development in accordance with AHPRA registration requirements.
- Comply with subpoena or court appearance request on behalf of referred clients.
- Attend case conferences for referred clients to assist in service provision.

JOB SPECIFICATIONS

Education Masters of Clinical Psychology (Required)

Knowledge Knowledge of evidence based interventions, research, legal and ethical requirements, clinical skills, and referral sources.

Skills Strong interpersonal skills, well organised, high level of verbal and written communication skills, well defined research and analytical skills. Strong problem solving skills, clinical skills based on experience, IT and social networking skills.

Ability

- Ability to effectively communicate with people at all levels of the business.
- Ability to deal with sensitive and confidential information.
- Ability to work collaboratively with a wide range of stakeholders.
- Ability to listen and reflect on constructive feedback.
- Ability to be open to new ideas.
- Ability to critically analyse information.

Ability to apply learned knowledge.
Ability to remain calm under pressure.
Ability to act in a professional manner.

Other

Experience using Microsoft Suite (Word, Excel and PowerPoint).
Experience using electronic filing and medical software (e.g. MasterCare).
Experience working with or a willingness to provide therapy to a range of client presentations.
Must be flexible and able to take managerial direction as required.
Willingness to engage in a team-based environment.

JOB CONTEXT

Indoors
Office
Business clothes
Very minimal environmental or job hazards