



Position Description

Statement	
Diabetes NSW & ACT is focused on supporting people living with (and at risk of) diabetes every step of the way.	
Position Details	
Title	Psychologist
Department	Product and Program Development
Business Unit	Community and Consumer
Location	Glebe
Employment Type	Part time 2 days per week 12 month Fixed Term Contract
Position Purpose	
The psychologist leads a counselling service that supports people living with the daily challenges of diabetes. The position is responsible for providing professional advice, information, materials and service delivery to our members, NDSS registrants, healthcare professionals and members of the general community.	
Major Responsibility Areas and KRAs	
Education and Support	
<ul style="list-style-type: none"> • Deliver an evidence based diabetes and mental wellbeing phone or virtual counselling service • Provide diabetes related mental health information, education and advice to Diabetes NSW & ACT members, NDSS registrants, families and carers, community groups, members of the general public and health professionals either face to face, over the phone or via email • Maintain accurate and confidential client details and requested information in CRM databases or other approved secure site • Deliver group education programs, seminars and lectures as required • Develop and review written information on diabetes and mental health on Diabetes NSW & ACT websites, resources and publications • Communicate evidence based information through internal and external media • Contribute to the development, training, and evaluation of programs, services and initiatives to facilitate and promote mental wellbeing • Perform ad hoc clinical duties within the required level of clinical competence and according to best available evidence as required • Completion of administrative tasks, correspondence and reporting requirements • Promote Diabetes NSW & ACT as a provider of health services to local Allied health services • Participate in diabetes education, awareness and fundraising events 	



Professional Responsibilities

- Maintain registration
- Represent Diabetes NSW & ACT through relevant government and non-government committees and networks as requested ensuring relevant information is reported back to the team/organisation
- As requested participate in committees relevant to professional association, undertake continuing professional development

Diabetes Consultancy

- Provide expertise and consultancy to other relevant organisations and external parties as required

Business Awareness

- Demonstrate an understanding of the organisation business processes and plans, including its people practices, organisational structures and people policies and can translate this into operational practical initiatives
- Demonstrate an understanding of the financial viability of providing support services and educational programs

Relationship Management

- Develop, expand and maintain cooperative relationships within the team, Business Unit and throughout the organisation
- Create a sense of cohesiveness, trust, integrity and honesty within the team, Business Unit and throughout the organisation so that energies and abilities are focused on team effectiveness and the accomplishment of business results

General

- Ability to undertake the duties of the role in accordance with Diabetes NSW & ACT's Mission, Vision, CARE Values and our Code of Conduct
- Comply with all company policies and procedures
- Comply with the Work Health & Safety Act 2011 and its applicable Codes of Practice and Australian standards
- Assist with ad hoc duties as required
- Represent Diabetes NSW & ACT at appropriate functions and events and be a Diabetes NSW & ACT ambassador

Selection Criteria



- Registered Psychologist
- Theoretical and clinical knowledge of diabetes and it's management
- Demonstrated Motivational interviewing and counselling experience
- Ability to both deliver presentations to a large group and facilitate small group education
- Good organisational and time management skills with the ability to prioritise
- Competency with computer programs, in particular the Microsoft suite of products
- Excellent written and oral communication skills
- Ability to communicate with a diverse range of people
- Excellent interpersonal skills
- Customer focussed with a can do attitude
- Ability to work within a team and help others in a team whilst also working autonomously
- Current Drivers Licence
- Although not essential, experience in working with people living with a chronic condition would be looked upon favourably.

Additional Information and Requirements

- Some travel may be required to various locations throughout metropolitan Sydney, regional NSW and the ACT
- Any offer of employment will be subject to a satisfactory National Police Records Check and Working with Children Check
- Some after hours work may be required for this role

Organisation Chart

Reports To	Product and Programme Delivery Manager
Reporting to this Position	NA
Dotted Line report	NA

Confirmation

Employee's Name:		Date:	Sign:
Manager's Name:		Date:	Sign: