



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1081

Date reviewed/created: August 2021

POSITION TITLE: Electroencephalographic (EEG) Technician

TEAM: Neurofeedback Team

LOCATION: Carramar

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement".

CLASSIFICATION: Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role.

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

STARTTS' Neurofeedback Clinic was established in 2007 to provide EEG assessment and neurofeedback treatment to survivors of torture and trauma. STARTTS has found that the application of neurofeedback coupled with psychotherapy has produced positive results with a group of clients who have severe and chronic trauma responses. Neurofeedback has been used with children, young people and adults. The success of neurofeedback with clients experiencing chronic trauma responses is based on a developing understanding of brain activity, the impact of traumatic experiences on brain functioning, and the adaptability and plasticity of the brain. To support the ongoing development of this clinical service, STARTTS is currently expanding the Neurofeedback program to incorporate Biofeedback-based assessment measures and treatment interventions.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Senior Neurofeedback Team Leader
2. Responsible for: Nil

SELECTION CRITERIA:**Essential Criteria:**

1. Tertiary Qualifications in Psychology, Counselling Social Work or another relevant Allied Health discipline.
2. Understanding of refugee issues, and the effects of torture and trauma on clients, their families and communities.
3. Demonstrated ability to operate EEG software and maintenance of the equipment to acquire good quality electroencephalographic and event-related potential recordings.
4. Proven ability to perform other forms of psychophysiological and psychometric assessment.
5. Demonstrated experience and ability to liaise, advocate, and cooperate on behalf of clients with relevant service providers as it relates to STARTTS.
6. High level verbal, written and interpersonal communication skills including ability to work independently and within a multicultural and multidisciplinary team.
7. Demonstrated excellent organisational skills including computer literacy.
8. Current unrestricted NSW driver's licence (P2 licence acceptable).

*This position is considered child-related employment and will require a Working with Children Background Check and a National Police Check.

BRIEF DESCRIPTION OF ROLE

This position will need to perform a variety of electroencephalographic (EEG) and event related potential (ERP) testing procedures on a variety of clients from the refugee backgrounds. It will also be required to collect demographic and other data (including recording behavioural observations) and to assist other clinicians in the analysis and interpretation of the EEG/ERP findings.

PRIMARY OBJECTIVES:

1. To improve quality of treatments for clients from refugee background by providing specialised assessment (EEG/ERP testing) and other forms of psychophysiological assessments (such as TOVA and Stress Test).
2. To improve clinical assessment for clients from refugee background by providing psychometric and other clinical assessments.
3. To insure accuracy, confidentiality and safety of the collected data.
4. To insure that the EEG room and the equipment used is well maintained and in good order.

PRIMARY DUTIES:**1. Routine**

- 1.1. Perform EEG/ERP data acquisition, processing and archiving and collect other relevant data.
- 1.2. Assess client using other types of assessment (including Stress Assessment and TOVA).
- 1.3. Restock supplies and assist with the general maintenance of the equipment used in EEG Clinic.
- 1.4. Keep an inventory of all resources and equipment related to EEG and ensure their safe storage and functional order (this includes books, equipment and consumables, sensors, amplifiers, computers and software).
- 1.5. Collect demographic and other necessary clinical data from clients and ensure data is safely stored and kept.
- 1.6. Collect other types of psychophysiological and psychometric data.
- 1.7. Proactively contribute to the ongoing development of the Neurofeedback program and its services.

2. Administration and Reporting

- 2.1. Assist in the evaluation of the effectiveness of services provided.
- 2.2. Comply with the efficient recording and maintenance of client files and program records using Carehr system.
- 2.3. Report to the Senior Neurofeedback Team Leader on matters related to the efficient EEG/ERP acquisition and data processing (report all faults, damages and needs for the equipment replacement).
- 2.4. Maintain records of client related interventions and training and consultancy provided for other clinicians at STARTTS.
- 2.5. Prepare reports as required.

3. Private Assessments

- 3.1. Perform EEG/ERP data acquisition, processing and archiving and collect other relevant data for private clients.
- 3.2. Liaise with private referral sources to insure quality of services.
- 3.3. Manage appointments and cancellations.
- 3.4. Develop and maintain links with private referral sources.

4. Personnel

- 4.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan.
- 4.2. Be an active participant in team meetings to maximise contribution to the work of the team
- 4.3. Participate in STARTTS staff meetings and other relevant meetings
- 4.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 4.5. Participate in identifying quality improvement initiatives/strategies.
- 4.6. Attend and participate in all training opportunities identified for the role.
- 4.7. Liaise with and seek senior advice as required.

5. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (i.e. the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Electroencephalographic (EEG) Technician** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

The review for this Position Description is due: August 2023