

Position Description

NorthWestern Mental Health

NorthWestern Mental Health is one of the largest providers of Mental Health Services in Victoria. Our multi-disciplinary workforce of skilled and dynamic clinicians, consumers and carers, provide a recovery-oriented approach to care.

We are dedicated to providing a caring and high quality range of specialist, community and hospital-based mental health services for youth, adult and aged people who are experiencing, or are at risk of developing a serious mental illness.

We have a robust outlook regarding research and our partnerships with the Royal Melbourne Hospital, University of Melbourne, Australian Catholic University and Deakin University enable us to undertake clinical teaching and research in mental health.

NorthWestern Mental Health boasts a sophisticated learning structure and we pride ourselves on supporting continuing professional development.

Our vision, to be **First in Care, Research and Learning** affirms our commitment to deliver world-class care for our community. It requires us to move forward, building on our strong foundation of firsts, so that we can be leaders across all parts of our service, locally, nationally and globally.

The Inner West Area Mental Health Service (IWAMHS) is committed to working with consumers during their recovery by offering holistic and evidence-based (EB) treatment, which is inclusive of family/carers and provided by clinicians with well-developed skills. Staff employed within the IWAMHS are expected to identify EB practice competencies and to use these in their clinical work.

Our service strives to create the best possible learning opportunities available to complement and support both emerging and existing expertise. Staff are required to actively participate in their own practice development by engaging in available learning opportunities within the service, as well as being committed to sharing their knowledge with their colleagues.

Our values, **Caring, Excellence, Integrity, Respect and Unity** define what is important to our organisation and how things will be done.

- We treat everyone with kindness and compassion
- We treat everyone with respect and dignity at all times
- We work together for the benefit of all
- We are open honest and fair
- We are committed to learning and innovation

In order to achieve our strategic goals and provide excellence in patient care it is important that Melbourne Health have a set of shared values that everyone subscribes to which underpin all our interactions and decisions.

Join us to be First in Care, Research and Learning.

Position Title:	Senior Clinician / Team Leader
Portfolio/Service:	Inner West Area Mental Health Service
Location:	The Royal Melbourne Hospital or Waratah
Reports To:	Community Mental Health Program Manager
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement Victorian public health sector (Medical Scientists, Pharmacists and psychologists) single interest Enterprise agreement
Classification:	SW3, OT3, P3, RPN4
Immunisation Risk Category:	Category A
Current Effective Date:	March 2020
Date of Next Review:	April 2020

Position Summary:

The Team Leader assists the Community Team Manager by supporting clinical staff in the provision of complex clinical care for consumers experiencing psychiatric illness/disability, and provides high level clinical expertise within the Community Team with respect to the assessment and treatment of consumers with complex mental health related needs and their family/carers.

The position requires extensive experience in the provision of specialist services in public mental health settings and highly developed clinical expertise. Some discipline-specific supervision of staff outside the Community Team but within the AMHS may be required.

Community Team 1 are based at the Royal Melbourne Hospital - 1 North and holds the homeless portfolio for IWAMHS. The team works with consumers living in the CBD and inner city suburbs of the Inner West area of Melbourne. Community Team 1 works under an Assertive Community Treatment (ACT) model of care which is characterized by lower caseloads, community based treatment (outreach), team based approach and high intensity of care. This often includes medication management, psychosocial support assessment and referral (housing, financial, vocation), counselling, crisis admissions/assessments, motivational interviewing for dual diagnosis and CBT for comorbid conditions. Community Team 1 clinicians also work closely with support staff at the homeless shelters offering secondary consultation, psycho-education, management plan development and formalised mental health education sessions.

In summary Community Team 1 role is to:

- Identify, engage and assess homeless persons displaying symptoms of a major mental illness who are otherwise not engaged with services

- Collaboratively manage homeless persons with major mental illness
- Advocate for the needs of homeless persons with mental illness
- Provide assertive outreach to IWAMHS consumers that reside in the CBD area that otherwise are not able to attend appointments at Waratah Clinic.
- Support the services that work with our shared homeless consumers.

Community Team 1 works collaboratively with the following services: Bolton Clarke Homeless Persons Program, Salvation Army (Flagstaff, Open Door, Project 614, Community Outreach Services) Vincent care (Ozanam House and Community Centre), Launch Housing (Elizabeth Street Common Ground, Rough Sleepers Initiative, Daily Support Team), CoHealth (HOMHS, Outreach Program, Central City Community Health), Youth Projects Living Room, Melbourne City Mission Front yard, Melbourne City Council and Victoria Police.

As a member of the Community Team, clinicians apply their discipline specific clinical knowledge and expertise to the assessment, delivery of treatment and provision of targeted interventions and support to consumers with complex mental health related needs, and to their family/carers.

Community Team 1 also supports the Royal Melbourne Emergency Department during times of increased demand for psychiatric assessments. This role includes providing support to IW-EMH service during these times of increased demand.

Key Relationships:

Internal: Director of Clinical Services; Deputy Director of Clinical Services; Lead Consultant; Community Team Managers, Community Team Leaders; Discipline Seniors; Evaluation and Service Improvement Co-ordinator; Health Information Manager; Executive Assistant to Director Clinical Services and Area Manager; Multidisciplinary Team; Administration staff; Consumers and Family/Carers

External: NorthWestern Mental Health Executive Support Unit – Finance; Human Resources; Mental Health Training Development Unit; Quality Planning and Innovation Unit; Centralised Triage; Facilities Management; Office of Chief Psychiatrist; Department of Health and Mental Health and Drugs Division, MHCSS; Housing; Employment; Emergency services; Acute Health; Pharmacies; non-government agencies, drug and alcohol services and primary health providers.

Major Accountabilities:

All Melbourne Health Employees are measured through successful:

- Demonstration of Melbourne Health values, being a role model for living the values;
- Successful completion of required mandatory training activities, including training related to the National Standards;
- Achievement of Melbourne Health and portfolio specific KPI targets as they apply to your area;
- Acceptance of accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Compliance with Health Service and Divisional specific Regulations, Melbourne Health Policy & Procedures, Code of Conduct and the by-laws and Policies and the ethical standards of the profession.

- Acceptance of responsibility for Continuing Professional Development (CPD) of self that is aligned with the practice domains endorsed by NWMH, as part of Melbourne Health, and actively keep a CPD portfolio as required by the standards of your profession.
 - Compliance of clinical governance, legislative and documentation requirements, (e.g. Clinical Review discussions, completion of relevant documentation compliant with requirement of the Mental Health Act 2014).
 - Accept accountability to ensure that all clinical information is documented and stored in compliance with the Victorian Health Records Act 2001.
 - Participation in formal performance and annual discussion review processes.
 - Operate within the legal frameworks e.g. Mental Health Act and Privacy Act.
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Key skills and competencies:

General:

Undertake the assessment, provision of treatment with evidence-based interventions to consumers with complex mental health related needs and their family/carers. As team leader you will need to provide leadership to a Community Team and be a senior clinician in the Community Team.

- Deliver EB treatment and interventions that support to consumers with complex mental health related needs and their families/carers
- Assist in building a positive culture and remain positive in a changing environment
- Implement new initiatives
- Support the team and other staff in their clinical decision making
- Accurately prepare documentation in a timely manner
- Communicate effectively with consumers, families/carers, colleagues and other service providers
- Change priorities to meet the needs of the consumer or team and adjust quickly to new tasks
- Drive self-development; contribute expertise in clinical meetings and to improve service delivery
- Demonstrate behaviours that support a recovery approach to care
- Present strong organisational and time management skills
- Exhibit behaviours reflective of Melbourne Health's values
- Participate in, and provide, supervision to staff of same discipline as well as students
- Actively lead in discipline specific and multidisciplinary team activities and meetings
- Provide expert opinion regarding diagnostic impressions, formal diagnostic assessments, feedback on process considerations and treatment planning considerations/advice
- Deliver secondary consultations as sought by colleagues both formally and informally
- Coordinate and allocate referrals
- Develop thoughtful, evidence based treatment/management plans
- Engage with the multidisciplinary team and each consumer's designated treating team
- Develop and deliver evidence based treatments for low prevalence disorders.
- Contribute to team functions including new patient assessments, intake and rostered activities
- Provision of incident support to staff as required

For the Community Team specifically:

In addition to that listed above, the Team Leader assist with day-to-day operations of the team (eg workload management, support staff with clinical decision-making, staff recruitment, orientation and retention). The Team Leader may cover Program Manager Leave, and represent the program at meetings.

Management/Supervision:

As a Team Leader, the incumbent will be expected to provide advanced clinical advice and supervision to other staff in the Team and across the AMHS. Participation in quality assurance processes, research and service evaluation programs is expected.

Providing support and assistance to the Community Team Manager in the development and maintenance of professional standards, workforce planning, recruitment and retention of staff in the Community Team is also required.

Essential Criteria:

Formal Qualification(s) & Required Registration(s):

- *Registered Psychiatric Nurses:*
 - Registration with Australian Health Practitioner Regulation Agency (AHPRA).
 - Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- *Occupational Therapists:*
 - Registration with Australian Health Practitioner Regulation Agency (AHPRA).
 - Registration with the Occupational Therapy Board of Australia and an approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.)
- *Social Workers:*
 - An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.
- *Psychologists:*
 - Registration with Australian Health Practitioner Regulation Agency (AHPRA).
 - Master's or Doctoral degree in clinical psychology Practice endorsement as a Clinical Psychologist with the Psychology Board of Australia.
 - Approved supervisor status with the Psychology Board of Australia.

Required:

- At least 5 years' experience in the assessment, diagnosis, and treatment of severe mental illness and psychiatric disability
- Excellent interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers
- Experience in at least one area of practice that aligns with endorsed practice domains of the IWAMHS (see appendix 1 at the end of the document), and capacity and willingness to actively work using these approaches with consumers and carers.
- Ability to work with consumers, family and carers from a range of cultural backgrounds, and to provide gender sensitive services
- Commitment to ongoing professional development for self
- Well-developed skills in writing and an ability to promptly prepare case assessments, individual service plans, discharge summaries and other forms of documentation.
- An understanding of the policies and procedures associated with the Mental Health Act and other relevant legislation
- Capacity to undertake alcohol and other drug screening, assessment, treatment planning, brief interventions with clients who have co-occurring mental health and substance use disorders
- Familiarity with a range of computer software packages including the Microsoft platform
- Current knowledge of effective evidence-based interventions appropriate to low prevalence disorders such as schizophrenia, bipolar affective disorder, personality disorder and substance abuse.

- Sound treatment skills for people with severe and enduring mental health conditions, or willingness and capacity to commit to development of EB knowledge and practice
- Confident to change priorities to meet the needs of the consumer or team, adjust quickly to new tasks, be flexible and remain positive in a changing environment
- Excellent organisational and time management skills
- Capacity to problem-solve without being asked.
- A current Victorian Driver's Licence, and ongoing ability to use this form of transport
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.

Desirable:

- Ability to speak a community language
- Relevant postgraduate qualification in areas of specialist practice

Clinical Governance Framework

Employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling your roles and responsibilities as outlined in the Clinical Governance Framework
- Acting in accordance with all safety, quality and improvement policies and procedures
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation
- Working in partnership with consumers/patients and where applicable their carers and families
- Complying with all relevant standards and legislative requirements
- Complying with all clinical and/or competency standards and requirements, ensuring you operate within your scope of practice and seek help when needed.

Work Environment:

Melbourne Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. As an employee of Melbourne Health you are required to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. You have a duty to understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Melbourne Health policies, and to promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls. Staff are required to comply with all Victorian state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

Acceptance

I acknowledge and accept that statements within this position description are intended to reflect in general the duties, responsibilities and accountabilities of this position and are not interpreted as being all inclusive. I understand that Melbourne Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I _____ (Incumbent name) have read, understood and accepted the above position description.

Employee Signature: _____ *Date:* _____

Please print this document and clearly write your full name followed by your signature and the date.



Core and Specific Evidence Based Interventions

Core and Specific Evidence Based Interventions

Psychological Interventions	Family and Carer Work	Healthy Lifestyle	Vocation	Lived Experience	Overcoming Hurdles
<p>Early Warning Signs & RWP discussion (within 3/12)</p> <p>CBT Fundamentals*</p>	<p>Family Contact (within 6/52)</p>	<p>Physical Health Form (within 3/12, repeated annually)</p>	<p>Conversation about vocation</p> <p>APQ6 (within 3/12, repeated annually)</p>	<p>Conversation about Peer Support options</p>	<p>LSI-R:SV Screen</p> <p>Alcohol & Other Drugs Screening and Assessment</p> <p>SCOFF</p>
<p>CBT for Psychosis (CBTp)</p> <p>Acceptance & Commitment Therapy (ACT)</p> <p>Therapies for Borderline Personality Disorder</p> <p>CBT for co-morbid Anxiety & Depression</p> <p>Be Well Live Well - Early Warning Signs Relapse Prevention Program</p>	<p>Family Consultation/ Single Session</p> <p>Multiple Family Group</p> <p>Family Therapy</p> <p>FaPMI Programs</p>	<p>Assisted Intensive Medication Service (AIMS)</p> <p>Medication Alliance</p> <p>Health Promotion, awareness and coaching</p> <p>Wellness Program</p>	<p>Vocation OT Assessments & Interventions</p> <p>Action Over Inertia</p> <p>The Works</p>	<p>Peer Zone</p> <p>Peer-led Recovery Groups</p> <p>Peer Support</p> <p>Family/Carer Peer Support</p>	<p>Risk Management Planning</p> <p>Risk Reduction Treatment</p> <p>D2 Motivational interviewing</p> <p>Harm minimisation</p> <p>Relapse prevention</p> <p>Referral for detox</p> <p>Eating Disorder CBTe</p>