



**The Royal
Melbourne
Hospital**

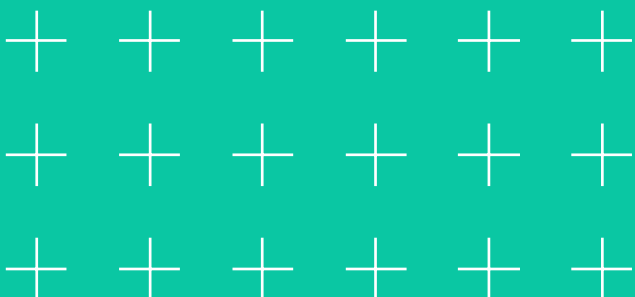
**Advancing
health
for everyone,
every day.**

**Join The Royal
Melbourne Hospital's
NorthWestern Mental
Health Service**



Position Description

Community Team Leader





About The Royal Melbourne Hospital

As one of Victoria’s largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

Our Vision

Advancing health for everyone, every day.

The Melbourne Way

At The RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

Our Priorities

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



Position Description

Position Title:	Team Leader
Service:	Inner West Area Mental Health Service
Location:	The Royal Melbourne Hospital Community Services
Reports To:	Area Manager, Director of Clinical Services, Program Manager
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2016–2020. Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2017–2021.
Classification:	OT3, P3, SW3, RPN4
Immunisation Risk Category:	Category A
Date of Review:	October 2022

Position Purpose

Community Team (CT1) are based in close proximity to the Royal Melbourne Hospital and provide care to residents of the Inner Melbourne catchment, additionally they hold 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. CT1 works under an Assertive Community Treatment (ACT) model of care which is characterized by lower caseloads, community based treatment (outreach), a team based approach and high intensity of care. This often includes medication management, psychosocial support assessment and referral (housing, financial, vocation), counselling and crisis admissions/assessments. CT1 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 CT1’s role is to:

- Identify, engage and assess homeless persons displaying symptoms of 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.
- Receive allocation of referrals for residents of the Inner Melbourne catchment.

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.



Department Description

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.

The Inner West Area Mental Health Service - Royal Melbourne Hospital (IWAMHS - RMH) is committed to working with consumers during their recovery by offering holistic and evidence-based 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.

Key Accountabilities – Position Specific

Under the guidance of the Community Team Manager and Lead Consultant Psychiatrist(s), the Team Leader supports staff within the Community Team to:

- Provide quality consumer-focused care;
- Manage their day-to-day work flow; and
- Undertake professional development activities

The Team Leader assists the Community Team Manager as required in:

- Facilitating change and service improvements;
- Developing and maintaining positive working relationships with key stakeholders and partners in care;
- Workforce planning for the Team; and
- Other projects and tasks as required.

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.

The Team Leader will be available to work a rotating roster including weekdays and weekends, participate in rostered acute function requirements of IWAMHS and work from a range of sites.



Key Relationships

Internal

- Area Manager
- 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

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 Human Services
- Housing Services
- Employment Services
- Emergency services
- Acute Health
- Pharmacies
- Non-Government Agencies
- Alcohol and Other Drug Services and Primary Health Providers
- NDIS
- Consumers and Family/Carers

Selection Criteria

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

- Occupational Therapists:
 - Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.
 - 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.).
- Psychologists:
 - Registration as a Psychologist under the Australian Health Practitioner Regulation National Law Act (2009) with practice endorsement as a Clinical, Forensic or Clinical Neuro Psychologist with the Psychology Board of Australia.
- Registered Psychiatric Nurses:
 - Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
 - Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- Social Workers:
 - An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

Essential:

- Registration via Australian Health Practitioner Regulation Agency (all disciplines except Social Work):
 - Registration with Nursing and Midwifery Board of Australia (NMBA) and approved post graduate qualifications in psychiatric nursing and/or relevant experience; or



- 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.); or
- Registration under the Health Practitioner Regulation National Law Act (2009). Practice endorsement as a Clinical Psychologist with the Psychology Board of Australia, and (for grade 3 and above), a minimum 5 years post-graduate experience and a minimum 2 years work experience post endorsement. Recognised supervisor status with the Psychology Board of Australia; or
- An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.
- Experience in at least one area of practice that aligns with endorsed practice domains of the IWAMHS and capacity and willingness to actively work using these approaches with consumers and carers;
- Well-developed skills in writing and an ability to promptly prepare case assessments, individual safety plans, discharge summaries and other forms of documentation;
- Capacity to undertake alcohol and other drug screening, assessment, treatment planning, brief interventions with clients who have co-occurring mental health, eating disorders and substance use disorders;
- Experience in working with a range of professional teams and services;
- Knowledge and commitment to the improvement of people’s health and wellbeing, with a recovery oriented and consumer and carer informed practice;
- Ability to develop and implement education and training for mental health workforce;
- Well-developed knowledge and understanding of the public mental health service environment, the Mental Health Act and other relevant legislation, policies and strategic directions;
- Excellent interpersonal skills and the ability to develop effective relationships and communicate effectively with service leaders, clinicians, consumers, families/carers, colleagues and other service providers;
- The ability to flexibly manage variable caseloads and strong organisation and time management skills;
- Ability to work with consumers, family and carers from a range of cultural backgrounds, and to provide gender sensitive services;
- Enjoyment of and proven ability to work as part of a team;
- An ability to work responsibly and with autonomy;
- Professional self-awareness and reflective practice;
- Demonstrated commitment to ongoing professional development;
- Hold a current Victoria driver’s license (or equivalent Australian driver’s license) 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;
- Aboriginal and Torres Strait Islanders are highly encouraged to apply;
- Experience in working with ACCHO and Aboriginal Communities and Families;
- Relevant postgraduate qualification in areas of specialist practice.

Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals.

Below is a list of capabilities and the attainment level required in this position.

<i>Capability Name</i>	<i>Attainment Level</i>
Organisational savvy	Consolidation



<i>Capability Name</i>	<i>Attainment Level</i>
Communicating effectively	Mastery
Building relationships	Mastery
Patient and consumer care	Mastery
Working safely	Mastery
Utilising resources effectively	Consolidation
Innovation, continuous improvement and patient safety	Consolidation
Adaptability and resilience	Mastery
Integrity and ethics	Mastery
Delivering results	Mastery
Analysis and judgement	Consolidation
Developing and managing skills and knowledge	Consolidation

Health, Safety and Wellbeing

The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to the RMH.

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;



- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

Clinical Governance Framework

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

- Fulfilling 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 and 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 and ensuring you operate within your scope of practice and seek help when needed.

Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.



Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please PRINT IN CAPITALS)

Date (day/month/year)



Core and Specific Evidence Based Interventions

Psychological Interventions	Family and Carer Work	Health & Wellbeing	Activity, Participation & Vocation	Lived Experience	Overcoming Hurdles
<p>Early Warning Signs & RWP discussion</p> <p>CBT Fundamentals*</p>	<p>Conversation with Family/Carer</p> <p>Family/Carer Fundamentals*</p> <p>Family Violence Screen</p>	<p>Physical health screening</p> <p>Physical health conversations</p> <p>Physical health assessment</p> <p>Metabolic monitoring</p> <p>Medication safety, education & advocacy</p>	<p>Conversation about activity, participation and vocation</p> <p>APQ6</p> <p>Driving Screen</p>	<p>Initial Conversations</p> <p>Conversation about Family/Carer Peer Support</p>	<p>LSI-R:SV</p> <p>SUBA</p> <p>AOD Harm Minimisation</p> <p>AOD Relapse Prevention</p> <p>Specialist Supportive Clinical Management (SSCM)</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>Single Session Family Consultation</p> <p>Multiple Family Group</p> <p>Family Therapy</p> <p>FaPMI Programs</p> <p>Family Violence Assessment (MARAM)</p>	<p>Equally Well Physical Health Program</p> <p>Medication Alliance</p> <p>QUIT Program</p>	<p>Activity Engagement</p> <p>Therapeutic Activity Groups</p> <p>Vocation and Employment Support</p> <p>Sensory Approaches</p> <p>Driving Assessment</p>	<p>PeerZone</p> <p>Kick Butt</p> <p>Consumer Peer Support</p> <p>Family/Carer Peer Support</p>	<p>Forensic Risk Management Planning</p> <p>Forensic Risk Reduction Treatment</p> <p>AOD Motivational interviewing</p> <p>Refer to Detox</p>