



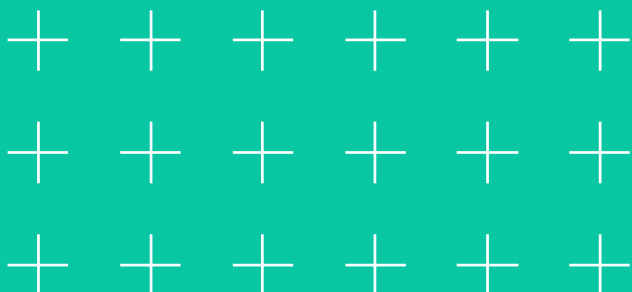
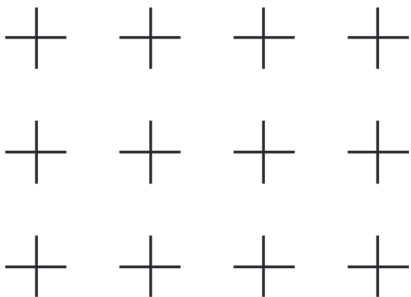
The Royal
Melbourne
Hospital

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Advancing
health
for everyone,
everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Continuing Care Team Region A
Coordinator

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria’s first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we’ve moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We’re here when it matters most, and we’ll continue to be the first to speak out for our diverse community’s wellbeing.

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:	Continuing Care Team Region A Coordinator
Service:	Orygen Specialist Program
Location:	Parkville / Craigieburn
Reports To:	Program Manager, Orygen Specialist Programs
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:	Occupational Therapist Grade 4 (YB24 - YB27) / Social Worker Grade 4 (YC46 - 49) / Psychologist Grade 4 (PL1 - PL4) / Registered Psychiatric Nurse Grade 5 (NP75 - NP77)
Immunisation Risk Category:	Category A
Date of Review:	December 2021

POSITION SUMMARY

- The Continuing Care Team (CCT) Region A Coordinator is a key leadership and senior management position within the Orygen Specialist Program (OSP) service as its responsibility is for the effective and efficient functioning of one of two large CCT.
 - The incumbent will provide leadership in clinical, strategic and operational spheres, including implementation and evaluation of quality clinical services, management of resources and budget, policy formulation, facilitation of research and establishment of community and clinical interfaces. The role requires the development of effective interfaces within the four clinical streams of the Region A Continuing Care Team and with all OSP programs.
 - This role focuses on the implementation, as well as ongoing development, of a regional model of service delivery for OSP clinical services across the North West and Inner West regions of the OSP catchment area (approximately 500,00 population).
 - Ongoing commitment to improve service accessibility will see the development of new sites beyond the current Parkville and Sunshine sites. In Region A this will include development of a site at Craigieburn in conjunction with headspace Craigieburn and other sites are possible in the future as well.
 - The incumbent will ensure services provided within, but not limited to, the specialist clinical streams of Early Psychosis, MOOD, and HYPE are consistent with best practice standards and evidence-based care, and are in line with the strategic direction and vision for OSP.
 - The incumbent will carry the line management responsibilities for all four of the streams of care based at Parkville as well as provide direct clinical services to small number of young people & families.
 - The service operates over a number of sites and staff may be required to work from Parkville, Footscray, Wyndham, Sunshine, Melton, or other sites within the catchment.
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DEPARTMENT DESCRIPTION

Orygen Specialist Program (OSP), a program of Melbourne Health, provides specialist mental health services for young people aged 15 to 25 and focuses on providing early intervention to young people with severe and complex mental illness. OSP also works alongside Orygen, the National Centre of Excellence in Youth Mental Health which operates four primary mental health care headspace services in the catchment area.

Multidisciplinary teams deliver individually tailored services that comprise assessment and crisis intervention, case management, medication, psychotherapy, family support, inpatient care, group work, vocational support, educational assistance, and intensive outreach. Specialist clinical streams offer targeted interventions for psychotic disorders (including young people at 'ultra-high risk' of psychosis), mood disorders, and personality disorders; and also manage the co-morbid substance use disorders, eating disorders, and neurodevelopment disorders. A forensic stream is under development. Streams are supported by the Psychosocial Recovery program and the Community Development program. Additional information is available at www.oyh.org.au.

KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Create productive collaborative relationships, both internal and external to the organisation
- Develop effective interfaces with discipline and program leaders within OSP, NWMH and MH,
- Develop an integrated clinical research program with OSP Research Centre
- Establish and maintain effective interfaces and partnerships with key agencies and community groups through consultation, liaison, education and collaborative projects: including Drug and Alcohol services, Youth Justice and primary care providers etc.
- Develop joint projects and integrated care models with other agencies which enhances service provision for young people
- Utilise opportunities to transfer knowledge and skills through participation in, and provision of, training and education in conjunction with other services
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Manage and undertake mental health and risk assessment, psychological treatment, crisis intervention, family work and systems containment, for the client/carers/system
- Provide high-quality clinical care based on clinical experience working with young people with serious mental illness
- Ensure high standards of clinical care that are congruent with OSP aims – client focused, accessible, responsive and consistent with best practice
- Capacity to provide, or develop skills in, integrated assessment, treatment and care for dual diagnosis clients
- Provision of case management or family work to selected clients and associated documentation
- Attendance at clinical review meetings
- Manage clinical risk and actively work toward implementing risk reduction strategies

KEY RELATIONSHIPS

Internal

- Coordinator CCT Region B
- Clinical Stream Leaders
- Sub-programs, including Early Psychosis (EPPIC and PACE), MOOD and HYPE Clinical Streams, Psychosocial program, Youth Access Team, and Inpatient Unit One

External

- Key Agencies
- Community Groups
- Drug and Alcohol Services
- Education Services and Vocational Programs
- Youth Justice and Primary Care Providers

KEY SELECTION CRITERIA

- Formal Qualifications
- 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 (or eligibility to enter a registrar program as a clinical, forensic or clinical neuro psychologist with the Psychology Board of Australia where relevant).
- 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:
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- 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.
- Substantial experience in clinical practice within the mental health field, including young people experiencing mental health disorders.
- A proven ability to manage and lead a multidisciplinary team: manage staff resources and ensure high standards of practice through staff supervision, clinical review, training and professional development activities
- Substantial experience in the application of clinical practice in the mental health field and proven expertise with young people.



- Demonstrable ability to provide effective case management to young people with a mental illness and their families/carers
- Demonstrable expertise in the development of effective collaborations, partnerships and alliances with a range of community services
- Experience in the management of team and operational issues such as budgets, infrastructure and human resources
- Experience and expertise in providing case management
- Ability to develop, implement and evaluate client-centred individual service plans, risk assessments and diagnostic formulations
- Capacity to provide, or develop skills in, integrated assessment, treatment and care for dual diagnosis clients
- Knowledge of the rationale and evidence for early intervention in mental illness
- Ability to work collaboratively and effectively with young people and their families
 - Desirable:
 - Nursing: Evidence of current Continuing Professional Development as outlined by ACMHN or RCNA. Evidence ACMHN Credentialed Mental Health Nurse (CMHN)
 - Occupational Therapists: OT Australia Accredited Occupational Therapy status (AccOT)
 - Social Workers: MAASW (Acc) or AASW Accredited Mental Health Social Worker status
 - A working knowledge of community-based organisations and human services organisations
 - Computer and keyboard skills
 - Commitment to the development of integrated clinical research within the service
 - Understanding of the Children & Young Person's Act, Mental Health Act 1986 and other Acts/ legislation relevant to working with young people in a mental health setting.
 - Knowledge of relevant guidelines, plans and strategies related to the mental health service system (E.g. Victorian Mental Health Reform Strategy, National Standards for Mental Health Services, etc)
 - Experience in project management: planning and implementation
 - A proven ability to provide both clinical and research leadership
 - High level of interpersonal and communication skills (written and verbal), problem solving and negotiation skills and demonstrated ability to consult, liaise, and negotiate with consumers, carers, family members and other professionals
 - Ability to plan, develop, implement and evaluate health service delivery
 - Demonstrated ability to be self-motivated and function autonomously
 - Well-developed knowledge and understanding of relevant legislation, policies and strategic directions of mental health services and the literature on early intervention models for young people experiencing a serious mental illness
 - Demonstrated commitment to ongoing professional development and training
 - Ability to drive organisational change
 - The incumbent may be required to perform other duties as directed.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;



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- 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).
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AT THE RMH WE:

- Aim 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.
 - Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
 - Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
 - Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
 - Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.
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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)

/ /

Date
