

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.

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:	Mental Health Clinician-Occupational Therapist Grade 2 Mon- Fri Full Time Fixed Term till Jan 2021
Portfolio/Service:	Northern Area Mental Health Service
Location:	16-20 Oleander Drive Mill Park
Reports To:	Community Team North Manager
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement Victorian public health sector (Medical Scientists, Pharmacists and psychologists) single interest Enterprise agreement
Classification:	YB23
Immunisation Risk Category:	Category A
Current Effective Date:	July 2019
Date of Next Review:	Feb 2021

Position Summary:

As a member of the Enhanced Intervention Function of Noogal Clinic a mental health clinician applies his or her 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.

As required, the role may involve the provision of staff and student supervision within the relevant discipline.

Key Relationships:

Internal: Area Manager; 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; Community Team Managers; 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; North Western Centralised Triage; Facilities Management; Office of Chief Psychiatrist; Department of Health and Mental Health and drugs Division; PDRSS; 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:

- Provide recovery orientated assessment and interventions in collaboration with consumers/carers/families.
- Work collaboratively with consumers, families, carers and other service providers including GP's and NDIS service providers.
- Undertake the following key functions for designated consumers and their family/carers:
 - Being a single point of contact within the Community Team;
 - Building a therapeutic alliance with the consumer and family/carers;
 - Understanding the needs and preferences of the personal and their carers/family;
 - Maximising participation in collaborative recovery and wellness planning;
 - Delivering targeted interventions;
 - Co-ordinating care as appropriate by communicating and advocating for the consumer and their family/carer with the Community Team and external service providers;
 - Assessing family capacity, needs and preferences and provide support through psycho-education; and
 - Ensuring completion of the clinical governance, legislative and documentation requirements (eg. Clinical review discussions, completion of documentation, and compliance and requirement of the Mental Health Act)

Management/Supervision:

- Participate in discipline specific clinical supervision and workload management. This will include attendance and participation at clinical review and other reflective spaces.

Additional:

- Accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the AHPRA/Professional Association (for relevant disciplines)
 - Participate in and Contribute to ongoing professional development activities and in-service training, and pursue development of knowledge of mental health amongst the team
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Essential 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.).

Required:

- 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. Extensive experience in the assessment, diagnosis, and treatment of severe mental illness and psychiatric disability
- Skills in the provision of recovery focused interventions, psycho-social recovery oriented rehabilitation to people with significant and psychiatric disorders and disabilities and complex needs.
- 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
- Excellent interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers
- 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 and for team members
- Well-developed skills in writing and an ability to promptly prepare on the appropriate documentation assessments, treatment plans, transition summaries and other forms of documentation
- An understanding of the policies and procedures associated with the Mental health Act and other relevant legislation
- Familiarity with a range of computer software packages e.g Outlook, Excel, Word, CMI, Local systems e.g (CPF) VHIMS and the NWMH Performance Reporting Tool
- A current Victorian Driver's License, and ongoing ability to use this form of transport

Desirable:

- Ability to speak a community language
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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.

