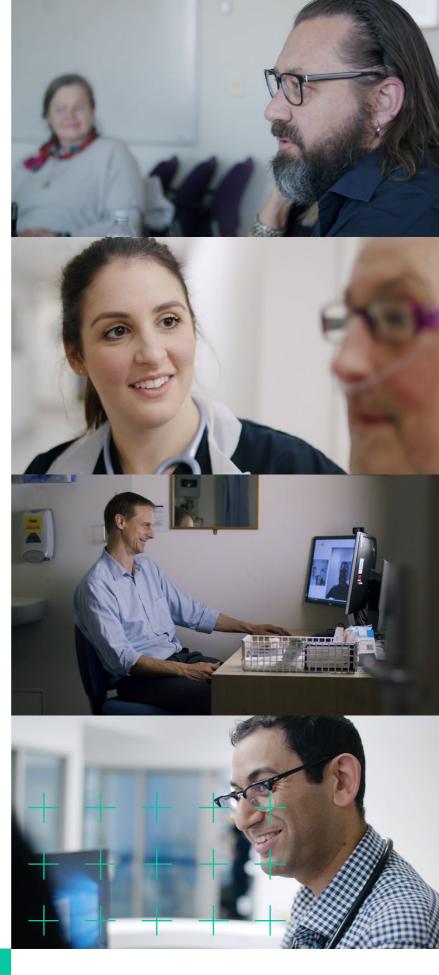
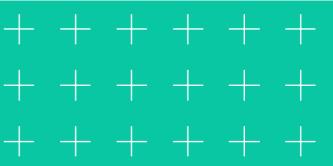


Advancing health for everyone, every day.

Join The Royal Melbourne Hospital's NorthWestern Mental Health Service





Position Description

Mental Health Key Clinician/Case

Manager





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



Lead with Kindness



Excellence Together



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.

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

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

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Position Description

Position Title: Mental Health Key Clinician/Case Manager

Service: Northern Area Mental Health Service

Location: NAMHS Hotham Street

Reports To: Hotham Street Community Team 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: Social Worker Grade 2 (YC42 – YC45) / Occupational Therapist

Grade 2 (YB20 – YB23) / Registered Psychiatric Nurse Grade 3

(NP81 – NP74)/Clinical Psychologist Grade 2 (PK1-PK4)

Immunisation Risk Category: Category A

Date of Review: May 2022

Position Purpose

As a member of the Hotham Street Community Team, a 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.

Department Description

At NAMHS Hotham street you will find an enthusiastic, friendly, professional group of clinicians of various disciplines. We work hard and we work well as a team. The team respects the professionalism of all staff members and we are encouraged to work autonomously as well as part of our larger team. Professional development is encouraged and supported.

Key Accountabilities – Position Specific

- 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: o 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 psychoeducation;

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 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

Key Relationships

Internal

- Area Manager
- Director of Clinical Services
- Lead Consultant
- Community Team Managers, Community Team
 Leaders
- Discipline Seniors
- Evaluation and Service Improvement Coordinator
- 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.

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 (or eligibility to enter a registrar program as a clinical, forensic or clinical neuro psychologist with the Psychology Board of Australia where relevant).

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- 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.
 - o 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:

- 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
- 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

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.

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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.

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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
France Name (places DDINT IN CADITAL C)
Employee Name (please PRINT IN CAPITALS)
Date (day/month/year)

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