

POSITION DESCRIPTION

Position Title:	Mental Health Clinician (Intake)
Business Unit/Department:	Perinatal Mental Health
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Mental Health Nurse: Grade 3 – Year 1 to Year 4 (NP81 to NP74)
Reports To:	Program Manager – Perinatal Mental Health Service, Child & Adolescent Mental Health Service, Yanna Yanna PARC
Direct Reports:	N/A
Date Prepared/Updated:	16 February 2026

Position Purpose

The Mental Health Clinician (Intake) will work as part of the Perinatal Mental Health team in delivering recovery-oriented mental health services. You'll be a key player in screening and assessing referrals, ensuring individuals are linked to the right care. In addition to these responsibilities, a clinician within this role will also provide consultation liaison services to the inpatient wards at Joan Kirner Hospital.

Key Responsibilities:

- Assess and screen referrals, determining the most appropriate and timely care pathways
- Provide assessments and support for individuals accessing the service including on the maternity inpatient wards of Joan Kirner Hospital
- Maintain compliance with the Mental Health and Wellbeing Act 2022 and relevant legislation
- Contribute to a strong team culture and continuous service improvement

Business Unit Overview

Perinatal Mental Health Service:

The Perinatal Mental Health Service provides assessment and treatment of women within the perinatal period within a consultation liaison model. The service provides mental health assessment and treatment for women requiring assistance with:

- Significant emotional distress around pregnancy, delivery, or having a baby in the Special Care Nursery
- Depression (antenatal, postnatal) in the perinatal period
- Anxiety (including Panic Disorder, Post-Traumatic Stress Disorder, Phobias) in the perinatal period
- Adjustment to parenthood
- Psychological preparation and support for perinatal medical procedures
- Pregnancy related grief and loss
- Liaison and coordination between perinatal mental health support services for client

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The service also provides capacity building, education and secondary consultation and advice about perinatal mental illness to primary health care providers, in particular maternity services at Joan Kirner Hospital and Bacchus Marsh Hospital.

Mental Health & Wellbeing Services Division:

The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community, and services consumers across the lifespan.

The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across several Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities

Accountabilities:

- Engage in the provision of clinical care and participate in assessment, handover, clinical review and discharge planning
- Participate in discipline specific meetings and activities where indicated
- Engage with consumers and their families and carers and support their mental health needs as required.
- Provide evidenced based mental health and discipline specific interventions
- Be accountable for own personal professional practice, critical reflection, professional development and performance assessment and review
- Liaise with and build relationships with key internal and external stakeholders
- Ensure accurate documentation, in a timely manner, of all clinical work as required by WH policy and procedures
- Take reasonable care for your safety and wellbeing and 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 WH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion
- Abide by and contribute to accreditation standards as appropriate

Quality Improvement:

- Participate in quality improvement projects alongside management and the broader team.
- Support an environment which promotes continuous improvement in practice
- Support a culture of continuous improvement and actively identifies areas for improvement

Contribution to Service & Systems:

- Actively participate on service initiatives
- Undertake administrative tasks according to the protocols established for the team and required for reporting on the minimum data set reporting framework.

Professional Development:

- Demonstrate strong ongoing commitment to own professional development and the ability to support and develop knowledge and skills in others.

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In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims. Allied Health Professionals are also required to deliver on the [WH AH Capability Framework](#).

Key Working Relationships

The Mental Health Clinician is operationally responsible to the Program Manager under which they are employed. Depending on their discipline, they are also professionally accountable to the following positions:

- Nurses are professional accountable to the Director of Nursing (Mental Health)

Other key working relationships include:

Internal:

- Members of the Western Health Mental Health and Wellbeing Services Division
- Nursing, Medical and Allied Health Professionals working in other Divisions
- Operational Managers, Mental Health & Wellbeing Services
- Divisional Director, Mental Health & Wellbeing Services
- Consumers, carers and support networks

External:

- Family and Children Services
- Victoria Police
- Area Mental Health and Wellbeing Services
- Safer Care Victoria
- First Nations Health Service Providers
- NDIS Registered Organisations
- Community Service Sector
- Primary Care Sector

Selection Criteria

Formal Qualification(s) & Registration Requirements:

Mental Health 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's degree in Mental Health Nursing or equivalent, or bachelor's degree in nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- Completion of a Recognised Mental Health Graduate Nurse Program
- Completion of General to Mental Health Transition program

Essential:

- Experience working in an older adult, adult or child and adolescent public mental health setting/s
- Demonstrated mental health assessment and intervention skills, including discipline specific interventions
- Demonstrated commitment to consumer centred and recovery-oriented care
- Highly developed verbal and written communication skills
- Demonstrated commitment to participate in continuous improvement projects
- Demonstrated ability to work both autonomously and as part of a multidisciplinary team
- Demonstrated problem solving and conflict resolution skills
- Ability to provide discipline specific clinical supervision to other clinicians and students (where applicable for discipline)
- Be familiar with and adhere to relevant professional codes of ethics, the values of Western Health, and relevant legislation, in particular: the Mental Health and Wellbeing Act (2022), the Guardianship & Administration Act (1986), Victorian Charter of Human Rights and Responsibilities Act 2006 and clinicians' responsibilities under s141 Health Services Act with regard to the sharing of health information.
- 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
- Demonstrated time management skills, and the ability to generate strategies for prioritising workloads effectively.

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- Highly developed interpersonal, written and electronic communication skills.
- Computer literacy.

Desirable:

- High performance standards for self and others.
- Previous experience working in a Perinatal Mental Health Service

Desirable Personal Attributes:

- Self-motivated
- Broad systems and innovative thinking
- Ability to influence others
- Mindful observation
- Timely informed decision making
- Collaborative approach
- Confidence in own ability
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Resilience

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all

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responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs

- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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