

## POSITION DESCRIPTION

<b>Position Title:</b>	Mental Health Clinician
<b>Business Unit/Department:</b>	Mental Health Services
<b>Division:</b>	Mental Health & Wellbeing Services (MH&WS)
<b>Award/Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement; Medical Scientists, Pharmacists & Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	<p><i>Mental Health:</i> Registered Psychiatric Nurse (RPN): Grade 3 – Year 1 to Year 4 (NP81 to NP74) Occupational Therapist (OT): Grade 2 – Year 1 to Year 4 (YB20 to YB23) Social Worker (SW): Grade 2 – Year 1 to Year 4 (YC42 to YC45);</p> <p><i>Psychologist:</i> Grade 2 – Year 1 to Year 4 (PK1 to PK4)</p>
<b>Reports To:</b>	Manager – MH&WS Central Community Team
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	24 December 2025

### Position Purpose

Working within our catchment area allows for challenging and rewarding careers, where teamwork, flexibility and achievement are apparent in everything we do. We recognise that it takes a team to run a successful service and we value and support all our team members. The team is comprised of enthusiastic and passionate clinicians (nursing, occupational therapy, social work, psychology and medical) who strive to promote mental health and wellbeing for our registered consumers while supporting their carers.

Clinicians provide recovery orientated community mental health services aligned to a core functions of intake, ACIS, case management or the intensive support program. Rotating roster over 7 days per week required for ACIS clinicians, Monday to Friday BH's employment may be negotiated.

This role includes a combination of administrative duties and direct clinical work therefore effective organisational skills are a must. You will have demonstrated ability to apply initiative while requesting support and guidance from your team as required.

Your typical day will include:

- Assessing and providing interventions to consumers with various psychiatric illnesses
- Coordinating medical, psychosocial and legal aspects of care delivery
- Engaging with consumers, their family members and other service providers
- Development and delivery of evidence-based practice and appropriate treatment options
- Working in collaboration with your multi-disciplinary mental health team

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<b>Business Unit Overview</b>
<p>Western Health's Mental Health and Wellbeing Service (MH&amp;W) provides a comprehensive range of specialist mental health services to people who reside in the local government areas of Melton, Brimbank and parts of Hume (Sunbury/Bulla). We deliver specialist clinical programs across Adult Community Services, EMH/PARC/CL psychiatry, St Albans Community Care Unit and our Adult Mental Health Rehabilitation Unit and Adult Acute Inpatient Units.</p> <p>The MHWS is situated in a growth corridor where continuous development, service expansion and innovative new programs are on the rise. Central Community team is one of two MH&amp;WS adult mental health programs and responsible for community mental health care of consumers living in the city of Brimbank and parts of Hume (Sunbury, Bulla).</p>
<b>Key Responsibilities</b>
<p><b>Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Engage in the provision of clinical care and participate in assessment, handover, clinical review and discharge planning</li> <li>• Participate in discipline specific meetings and activities where indicated</li> <li>• Engage with consumers and their families and carers and support their mental health needs as required.</li> <li>• Provide evidenced based mental health and discipline specific interventions</li> <li>• Be accountable for own personal professional practice, critical reflection, professional development and performance assessment and review</li> <li>• Liaise with and build relationships with key internal and external stakeholders</li> <li>• Ensure accurate documentation, in a timely manner, of all clinical work as required by WH policy and procedures</li> <li>• Take reasonable care for your safety and wellbeing and of others.</li> <li>• Work in your scope of practice and seek help where required.</li> <li>• Work in partnership with consumers, patients and where applicable carers and families.</li> <li>• Work collaboratively with colleagues across all WH teams.</li> <li>• Continue to learn through mandatory training and other learning activities.</li> <li>• Seek feedback on your work including participation in annual performance discussion</li> <li>• Abide by and contribute to accreditation standards as appropriate</li> </ul> <p><b>Quality Improvement:</b></p> <ul style="list-style-type: none"> <li>• Participate in quality improvement projects alongside management and the broader team.</li> <li>• Support an environment which promotes continuous improvement in practice</li> <li>• Support a culture of continuous improvement and actively identifies areas for improvement</li> </ul> <p><b>Contribution to Service &amp; Systems:</b></p> <ul style="list-style-type: none"> <li>• Actively participate on service initiatives</li> <li>• Undertake administrative tasks according to the protocols established for the team and required for reporting on the minimum data set reporting framework.</li> </ul> <p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate strong ongoing commitment to own professional development and the ability to support and develop knowledge and skills in others.</li> </ul> <p>In addition to the key responsibilities specific to your role, you are required to deliver on the <a href="#">Key Organisational Accountabilities</a> which are aligned with the Western Health strategic aims. Allied Health Professionals are also required to deliver on the <a href="#">WH AH Capability Framework</a>.</p>
<b>Key Working Relationships</b>
<p>The Mental Health Clinician is operationally responsible to the Nurse Unit Manager (or Service Manager) under which they are employed. Depending on their discipline, they are also professionally accountable to the following positions:</p>

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- Psychologists are professionally accountable to the Director of Psychology, via the Principal Psychologist (Mental Health)
- Occupational Therapists are professionally accountable to the Chief Occupational Therapist (Mental Health)
- Social Workers are professionally accountable to the Chief Social Worker (Mental Health)
- Nurses are professionally 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

*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.).

*Social Workers:*

- An approved degree in Social Work and eligible for membership of the Australian Association of Social Workers.

*Psychologists:*

- Possession of masters level degree or above in Clinical Psychology, Forensic Psychology or Clinical Neuropsychology.
- Hold current general registration as a Psychologist with AHPRA.
- Hold an Area of Practice Endorsement in Clinical Psychology, Forensic Psychology or Clinical Neuropsychology, or eligibility to undertake a Board approved supervision program towards Endorsement (AoPE).

**Essential:**

- Experience working in an older adult, adult or child and adolescent public mental health setting/s

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

**Desirable:**

- High performance standards for self and others.

**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

**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 (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of 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), Occupational Health and Safety (Psychological Health)

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Regulations 2025, 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022

- 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 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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