

POSITION DESCRIPTION

Position Title:	Mental Health Clinician
Business Unit/Department:	Intensive Community Treatment (ICT) Team
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victoria Public Mental Health and Enterprise Agreement
Classification:	<i>Social Worker:</i> Grade 2 – Year 1 to Year 4 (YC42 to YC45) <i>Occupational Therapist:</i> Grade 2 – Year 1 to Year 4 (YB20 to YB23)
Reports To:	Program Manager
Direct Reports:	N/A
Date Prepared/Updated:	1 March 2026

Position Purpose

The role of the Mental health Clinician as part of a multidisciplinary team is to provide care to the consumers under the care of the ICT team. Incumbents will demonstrate exemplary communication skills that will assist them in supporting and caring for consumers at home. They will also utilize the communication skills with families and other members of ICT and related services to ensure the best care is provided and communicated to all stakeholders. The Mental Health Clinician will be responsible for assessing, monitoring, implementing plans, documenting and reporting every day to the team, all care and interventions provided and a status update about the consumer.

The Mental Health Clinician may be required to supervise and/or administer medications.

The ICT Mental Health Clinician will be skilled in the provision of general mental health assessment and intervention. Additionally, they will also approach their role with a discipline specific lens, and contribute positively to the multidisciplinary team.

Business Unit Overview

The Older Persons Mental Health and Well-being Program provides information, support and specialist mental health services to older people aged 65+ years. The program is committed to working with consumers during their recovery by offering holistic and evidence-based treatment, which is inclusive of family/carers and provided by clinicians with well-developed skills.

The aims of the Intensive Community Treatment (ICT) Team are to:

Provide older people with an alternative to treatment setting to hospitalisation during an acute phase of their mental illness and to prevent hospitalisation where possible.

- Provide intensive treatment in the older person's home during an acute phase of a mental illness, when this is the expressed wish of both the older person and their family or carer.
- Minimise the length of stay in an inpatient unit through providing ICT during an acute episode of illness.

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- Provide access to care over seven day per week between the hours of 8:30 AM and 5:00PM.

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 a number of 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

- Deliver evidenced based treatment and interventions that support consumers with complex mental health related needs and their families/carers.
- Promotion of Mental Health evidence-based practice.
- Successful completion of required mandatory training activities, including training related to the National Standards
- Achievement of 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 of clinical governance, legislative and documentation requirements, (e.g.Clinical Review discussions, completion of relevant documentation compliant with requirement of the Mental Health and Wellbeing Act 2022).
- 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.
- Engage with the multidisciplinary team.
- Demonstrate behaviours and approach that supports a recovery approach to care.
- Communicate effectively with consumers, families/carers, colleagues and other service providers.
- Change priorities to meet the needs of the consumer or team and adjust quickly to new tasks.
- Support the team and other staff in their clinical decision making.
- Accurately prepare documentation in a timely manner.
- Present strong organisational and time management skills.
- Implement new initiatives within the team.
- Assist in building a positive culture.

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.

Key Working Relationships

Internal:

- ICT Manager
- ICT Consultant/Registrar
- ICT Senior Nurse/Key Clinicians
- Sunshine Hospital Older Adult Inpatient Unit
- Western APATT

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- Behavioural Assessment & Specialist Intervention Consultation Service (BASICS)
- Chief/Fellow Allied Health Professionals
- Allied Health Clinical Educators
- Health Information Manager

External:

- Key Community Stakeholders include but are not limited to –
- My Aged Care
- General Practitioners
- Residential Care Facilities
- ACAS, Bolton Clarke
- Carer Agencies
- Consumer Advocacy Groups
- Emergency Services
- Acute Health
- Pharmacies
- Housing and primary health providers
- NDIS

Selection Criteria

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.).

Social Workers:

- An approved Degree in Social Work and eligibility for membership to the Australian Association of Social Workers (AASW)

Essential:

- Demonstrated skill and experience in community-based management of services, assessment and treatment of older adults with a mental illness and dementia.
- Demonstrated ongoing commitment to professional development.
- Proficient knowledge of legislation pertinent to Older Adults' Mental Health and in particular the Mental Health and Wellbeing Act (2022), the Guardianship and Administration Act (2019), Aged Care Act (2024), Privacy and Data Protection Act (2014) and other relevant legislation.
- Knowledge of Victorian Government policies and strategic directions in Public Mental Health Services such as the Mental Health Reform Strategy, Dual Diagnosis treatment, family violence and elder abuse and protecting vulnerable children and young people.
- A current driver's licence is fundamental to the position.

Desirable:

- Highly developed communication and interpersonal skills.
- Demonstrate ability to work as part of a team.
- Information technology skills.
- Experience of working collaboratively with consumers, carers, aged care facilities and other organisations.

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)

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- 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), 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 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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