

POSITION DESCRIPTION

Position Title:	Mental Health Clinician
Business Unit/Department:	Western Health Mental Health and Wellbeing Service
Division:	Mental Health
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020- 2024
Classification:	Registered Psychiatric Nurse Grade 3 Occupational Therapist Grade 2 Social Worker Grade 2
Reports To:	Manager – MH&WS Outer Community Team Team Leader – Ongoing Care
Direct Reports:	N/A
Date Prepared/Updated:	5 May 2025

Position Purpose
<p>This is an opportunity to work with a welcoming, supportive team that values your expertise and commitment to mental health care.</p> <p>Clinicians hold the key clinician role for a designated group of consumers, providing recovery-focused, person-centred care in collaboration with the broader treating team. The service aligns with a recovery approach, and clinicians will use these principles to coordinate care that is responsive to the individual needs of consumers.</p> <p>The role involves a combination of administrative tasks and direct clinical work, requiring strong time management and organisational skills.</p>
Business Unit Overview
<p>Western Health's Mental Health and Wellbeing Service (MH&WS) 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) and Maribyrnong. We deliver specialist clinical programs across Adult and Aged Community Services, EMH/PARC/CL psychiatry, St Albans Community Care Unit, our Adult Mental Health Rehabilitation Unit and Adult and Aged Acute Inpatient Unit.</p> <p>The MH&W service is situated in a growth corridor where continuous development, service expansion and innovative new programs are on the rise. Outer Community team is one of the MH&W adult mental health programs and responsible for community mental health care of consumers living in the city of Melton and some suburbs of Brimbank.</p>

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Key Responsibilities
<p>Clinical Care</p> <ul style="list-style-type: none"> • Deliver person-centred, recovery-oriented care within scope of practice • Conduct comprehensive assessments, formulate care plans, and provide interventions in partnership with consumers, carers, and the treating team • Respond to acute mental health crises and participate in urgent assessments • Prepare transition/discharge plans with input from the multidisciplinary team • Monitor consumer wellbeing and clinical risk <p>Coordination & Communication</p> <ul style="list-style-type: none"> • Act as the primary contact and advocate for assigned consumers • Coordinate care across internal programs and external services • Collaborate with carers, families, and community providers to support recovery goals <p>Documentation & Systems</p> <ul style="list-style-type: none"> • Maintain accurate clinical records using electronic systems • Ensure documentation meets legal and organisational standards <p>Professional Development</p> <ul style="list-style-type: none"> • Engage in supervision, team discussions, and training activities • Participate in performance reviews and seek feedback for growth • Contribute to service improvement activities and team-based portfolios <p><i>Please note that duties and responsibilities may be adjusted from time to time to meet team and service needs, as directed by the manager.</i></p> <p>About You:</p> <p>You are a motivated mental health clinician committed to learning and reflective practice. You enjoy working in a dynamic, supportive team while maintaining autonomy in your caseload. You communicate clearly and effectively, and bring a compassionate and culturally sensitive approach to care.</p> <p>Your Experience:</p> <ul style="list-style-type: none"> • Minimum 2 years' experience working in mental health settings, ideally in community mental health • Experience working with diverse consumer groups and complex mental health presentations • Knowledge of relevant treatment models for high and low prevalence mental illnesses • Understanding of the Recovery Framework and the Mental Health and Wellbeing Act 2022 • Ability to develop rapport, engage consumers and carers, and coordinate referrals <p>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.</p>
Key Working Relationships
<p>Internal:</p>

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- Community Team Manager
- Team Leaders
- Consultant Psychiatrists
- Multidisciplinary Team
- Administration staff
- Other MH&WS clinical programs

External:

- Centralised Triage
- Community agencies, AOD services, GPs and other health providers

Selection Criteria

Formal 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.).

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.

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

- Experience, minimum 2 years, in the provision of clinical services in a high demand environment with consumers who have complex needs.
- Understanding of consumer Rights and Responsibilities, and the ability to facilitate consumers to make informed choices for recovery.
- Knowledge of AMHS's and appropriate evidence-based interventions/ management of high risk and complex consumer behaviour.
- Understanding of practical application of your professions Code of Ethics
- Understanding of Legislation pertinent to the provision of mental health services and in particular the Mental Health and Wellbeing Act (2022) and of policies and strategic directions of Public Mental Health Services
- High level of reliability and professional conduct
- Experience working collaboratively with primary health care providers and relevant community services
- Excellent interpersonal and communication skills (written and verbal) and the ability to problem solve, negotiate and communicate with staff, consumers and other service providers.
- Ability to work with clients from a range of cultural backgrounds within a recovery-based service delivery framework inclusive of gender sensitivity and family-based practice
- A current Victorian Drivers' License and capacity to drive work vehicles

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<p>Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation</p> <p>Desirable</p> <ul style="list-style-type: none"> • Ability to speak a second/community language • Strong digital literacy and documentation skills
<p>Additional Requirements</p> <p>All employees are required to:</p> <ul style="list-style-type: none"> • 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), 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
<p>General Information</p> <ul style="list-style-type: none"> • 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

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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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

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