

## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader
<b>Business Unit/Department:</b>	Child and Adolescent Psychiatry Service
<b>Division:</b>	Mental Health and Wellbeing Service
<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>	NP75 – NP77 Mental Health Nurse Grade 4 (Year 1 – 3) YC46 – YC49 Social Worker Grade 3 (Year 1 – 4) YB24 – YB27 Occupational Therapist Grade 3 (Year 1 – 4) PL1 - PL4 Psychologist Grade 3 (Year 1 – Year 4)
<b>Reports To:</b>	Program Manager – Perinatal Mental Health Service, Child and Adolescent Psychiatry Service, Yanna Yanna PARC
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	2 June 2026

### Position Purpose

As the Team Leader of the Child and Adolescent Psychiatry Service, you will be part of the leadership group for this service. You will provide direction, leadership to team members as well as supporting the manager to achieve strategic goals.

With the support of the Program Manager you will be responsible for providing operational leadership to the team including:

- Provide support in development of care pathways
- Delivery of infant and children focused comprehensive mental health assessments in inpatient, outpatient and Emergency Department
- Evidence based therapeutic interventions including family work, parent work and individual therapy
- Provide clinical expertise to other mental health clinicians in delivery of mental health care to young people and their support network
- Provision of specialist secondary consultation to partner service providers
- Provision of operational supervision to team members
- Undertake administrative work to manage team

This position requires clinician to travel between sites within Western Health

### Business Unit Overview

**Child and Adolescent Psychiatry Service**

### Our Vision

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The Child and Adolescent Psychiatry Service provides a consultation-liaison psychiatry model for children, aged 0 to 17 years old, admitted to the Joan Kirner Women's and Children's (JKWC), linked with a Western Health paediatrician or who have presented to the paediatric emergency department (located at Sunshine Hospital).

### **Mental Health and Wellbeing 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**

- Provide clinical leadership in the form of role modelling and mentoring to clinical and wellbeing staff
- Provide leadership to the team with shift coordination and handover in the absence of the Team Leader or Mental Health Community Support Services (MHCSS) Manager.
- Participate in collaborative mental health assessment with MHCSS staff (where applicable) and consumers where indicated.
- Work with consumers who have a more complex lived experience of mental ill health, providing support and strategies to other clinicians
- Providing interventions in relation to complex clinical issues, including Dual Diagnosis, to improve consumer level of functioning and quality of life. Simultaneously work collaboratively with consumers, families, carers and MHCSS partner staff (where applicable) in the development, implementation and review of Individual Recovery Plans/Treatment Plans and provision of quality services.
- Possess current, advanced, specialist mental health knowledge and skills and apply these skills to lead clinical interventions
- Deliver discipline specific interventions to consumers and their families and carers.
- Support the safe administration (nursing only) and supervision of medication
- Hold portfolios for the team in line with discipline specialities and professional interests
- Contribute to service development and continuous improvement projects
- Utilise highly developed mental health skills to support the team to identify and support consumers presenting with signs of deterioration in mental health or increased risk profiles.
- Provide leadership in ensuring policies, processes and guidelines are implemented and followed consistently.
- Be accountability for own personal professional practice, critical reflection, professional development and performance assessment and review
- Promote, develop and support the peer support workforce across programs
- Liaise with and build relationships with key internal and external stakeholders

#### **Quality Improvement**

- Participate and lead quality improvement projects alongside management and the broader team.
- Enhance the utilisation and sharing of best practice knowledge and skills across the team.

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- Support an environment which promotes continuous improvement in practice
- Support a culture of continuous improvement and actively identifies areas for improvement

### **Contribution to Service and Systems**

- Support Leadership in developing and implementing guidelines, protocols, procedures, standards and systems of work set by the organisation.
- Undertake administrative tasks according to the protocols established for the team and required for reporting on the minimum data set reporting framework.
- Contribute to the application of information systems to improve clinical practice and inform clinical decision making

### **Professional Development**

- Demonstrate strong ongoing commitment to own professional development and the ability to support and develop knowledge and skills in others.
- Provide discipline specific clinical supervision and support undergraduate and post-graduate students

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

1. Psychologists are professionally accountable to the Director of Psychology, via the Principal Psychologist (Mental Health)
2. Occupational Therapists are professionally accountable to the Chief Occupational Therapist (Mental Health)
3. Social Workers are professionally accountable to Chief Social Worker (Mental Health)
4. 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**

#### **Essential Formal Qualification(s) and 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.

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- Bachelor Degree in/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in/Mental Health Nursing.
- Completion of a Recognised Mental Health Graduate Nurse Program
- Completion of General to Mental Health Transition program (where applicable)
- Minimum of 5 years post qualification experience

#### Occupational Therapists:

- Minimum of 5 years' experience as a Occupational Therapist within Mental Health
- 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:

- Minimum five (5) years' experience as a psychologist.
- Hold current general registration as a Psychologist with AHPRA.
- Possession of Masters level degree or above in Clinical Psychology, Forensic Psychology or Clinical Neuropsychology.
- Hold an Area of Practice Endorsement (AoPE) in Clinical Psychology, Forensic Psychology or Clinical Neuropsychology.
- Hold current registration as a Psychology Board of Australia approved Supervisor for Higher Degree Students and Registrars.

#### Social Workers:

- An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.
- Minimum 7 years' experience working as a Social Worker within Mental Health

#### Additional Essential Criteria:

- Demonstrated high level 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 experience in participating in continuous improvement projects
- Demonstrated ability to identify and harness opportunities for innovation and collaboration on improving service delivery resulting in demonstrable outcomes.
- 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
- 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), Children, Youth and Families Act 2005, Child Wellbeing and Safety Act 2005, Family Violence Protection Act 2008, the Guardianship & Administration Act (2019), 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
- Hold a current driver's licence and capacity to use in this role.
- Demonstrated time management skills, and the ability to generate strategies for prioritising workloads effectively.
- Demonstrated ability in providing leadership within teams as a staff member.
- Highly developed interpersonal, written and electronic communication skills.
- Computer literacy.

#### **Desirable**

- High performance standards for self and others.

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- Previous experience in Child and Adolescent Services highly desirable

**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
- Effective delegator
- Resilience

**Leadership Capabilities**

Leadership Capability	Definition
<b>Plan and aligns</b>	Planning and prioritising work to meet commitments aligned with organisational goals
<b>Drives vision and purpose</b>	Painting a compelling picture of the vision and strategy that motivates others into action
<b>Ensures accountability</b>	Holding self and others accountable to meet commitments
<b>Strategic mindset</b>	Seeing ahead to future possibilities and translating them into breakthrough strategies
<b>Instils trust</b>	Gaining the confidence and trust of others through honesty, integrity and sincerity
<b>Communicates effectively</b>	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
<b>Situational adaptability</b>	Adapting approach and demeanour in real time to match the shifting demands of different situations.
<b>Collaborates</b>	Building partnerships and working collaboratively with others to meet shared objectives
<b>Builds effective teams</b>	Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
<b>Customer focus</b>	Building strong customer relationships and delivering customer-centric solutions

**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 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

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- 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:

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Employee's  
Signature:

\_\_\_\_\_

Date:

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date.

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