

## POSITION DESCRIPTION

<b>Position Title:</b>	NDIS Clinical Support Lead
<b>Business Unit/Department:</b>	MHWD: Specialist Services
<b>Division:</b>	Mental Health and Wellbeing Division (MHWD)
<b>Award/Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020- 2024 Medical Scientists, Pharmacists and Psychologists VPS Enterprise Agreement 2021 - 2025
<b>Classification:</b>	RPN4 (RP75- RP77); OT3 (YB24- YB27); P3 (PL1- PL4); SW3 (YC46- YC49)
<b>Reports To:</b>	Operations Manager: specialist services
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	1 July 2025

### Position Purpose

The NDIS clinical support lead role is division-wide and acts to build capacity in facilitating referral of eligible consumers by the clinical team for psychosocial support through either NDIS or EIPSR, and to provide an area mental health service (AMHS) interface between NDIA and EIPSR providers.

The role is expected to work autonomously offering secondary consultation, advocacy, education and guidance to clinicians and teams regarding NDIS criteria, access process and escalation pathways. The role is the key NDIS link between the MHWD and clinical staff and works with external stakeholders to ensure timely and effective care for consumers.

The role is a part of the specialist services team in a senior clinical role and as such is expected to demonstrate high level clinical and interpersonal skills offering support broadly across the division as a subject matter expert.

### Business Unit Overview

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 Vision

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<p>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.</p> <p>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.</p>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support clinicians through providing advice and secondary consultation in regards to the development of NDIS access request documentation with targeted evidence to support access and/or increase in NDIS supports.</li> <li>• Develop and disseminate suitable educational resources and guidelines/ processes to support clinicians to independently draft and submit NDIS access requests with consumers.</li> <li>• Maintain a data set of information pertaining to referrals, support requests and consultations. <ul style="list-style-type: none"> <li>○ This data to provide evidence of role effectiveness and demand</li> <li>○ This includes audits and service evaluation</li> </ul> </li> <li>• Work closely with providers, clinicians and senior staff to problem solve difficulties in consumer uptake and access.</li> <li>• Promote both psychosocial schemes within the service.</li> <li>• Participate in liaison meetings between MHWD, NDIS staff and providers.</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.</p>
<p><b>Key Working Relationships</b></p> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Operations Manager: specialist services</li> <li>• Mental health clinicians across the division</li> <li>• Program Managers and Team Leaders</li> <li>• Chief Occupational Therapist</li> <li>• Discipline Seniors</li> <li>• Consumer/ Carer Peer Support Workers</li> <li>• Western Health HLO staff</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• EIPSR providers</li> <li>• NDIA staff and partner organisations (Local Area Coordinators) and NDIS providers</li> <li>• AOD services</li> <li>• Housing and homelessness services</li> <li>• Relevant external stakeholder organisations</li> </ul>
<p><b>Selection Criteria</b></p> <p>Formal Qualification(s) &amp; Required Registration(s):</p> <p><b>Occupational Therapists:</b> Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.</p>

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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.).

**Psychologist:**

Registration as a Psychologist under the Australian Health Practitioner Regulation National Law Act (2009) with practice endorsement as a Clinical, Forensic or Clinical Neuro Psychologist with the Psychology Board of Australia.

**Registered Psychiatric Nurse:**

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 Worker:**

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

**Essential**

- Minimum 7 years experience as a qualified clinician
- Advanced interpersonal skills enabling collaborative working alongside mental health clinicians to support identification of consumers eligible for either NDIS or EIPSR services
- Extensive understanding of the NDIS and NDIA
- Knowledge and adherence to relevant professional codes of ethics, and legislation, particularly the Mental Health & Wellbeing Act (2022)
- Demonstrated capacity to write high quality submissions, applications and other forms of written work
- Knowledge and experience of mental health services and the range of psychosocial support service providers in the community
- Knowledge and commitment to improvement of people's health and wellbeing, with a recovery oriented and consumer and carer informed approach
- Ability to develop and implement educational resources
- Excellent interpersonal skills and the ability to develop effective relationships and communicate effectively with service leaders, clinicians, consumers, families/carers, colleagues and other service providers
- An ability to work responsibly and with autonomy
- Professional self-awareness and reflective practice
- Demonstrated commitment to ongoing professional development
- Hold a current Victoria driver's license (or equivalent)
- A commitment to Western Health values of compassion, accountability, respect, excellence and safety (CARES)

**Desirable**

- Experience in working with ACCHO and Aboriginal Communities and Families.
- High level computer skills in a range of Microsoft platforms

**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

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

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

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