

POSITION DESCRIPTION

Position Title:	Registered Psychiatric Nurse – Intensive Support Program
Business Unit/Department:	Mental Health Services (Outer Community)
Division:	Mental Health & Wellbeing Services (MH&WS)
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Registered Psychiatric Nurse (RPN): Grade 3 – Year 1 to Year 4 (NP81 to NP74)
Reports To:	Manager – MH&WS Outer Community Team
Direct Reports:	NA
Date Prepared/Updated:	29 July 2026

Position Purpose

This position offers an exciting opportunity to join a dynamic and collaborative team providing high-quality mental health care across the diverse communities of Melton and Brimbank. At Western Health, we value teamwork, adaptability and professional development. Our multidisciplinary team includes clinicians from nursing, occupational therapy, social work, psychology and medical disciplines, working together to improve the mental health and wellbeing of consumers and support their families and carers.

As an Intensive Support Program (ISP) Nurse, you will provide recovery-focused, holistic and evidence-based care to an allocated caseload of consumers. You will work closely with the ISP team to deliver direct care while also providing nursing-specific expertise and support to consumers and colleagues across the broader service. ISP is a small, cohesive team where collaboration and an integrated approach to care are central to achieving positive outcomes.

The role combines clinical practice with administrative responsibilities and requires strong organisational skills, sound clinical judgement and attention to detail. You will be expected to meet relevant key performance indicators and maintain high standards of documentation and practice, ensuring care is person-centred and consistent with organisational, professional and legislative requirements.

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.

Western Health's Mental Health and Wellbeing Service (MH&WS) provides a comprehensive range of specialist mental health services to people residing in the local government areas of Melton, Brimbank, Maribyrnong and parts of Hume (Sunbury/Bulla). We deliver specialist clinical programs across Adult

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Community Services, EMH/PARC/CL Psychiatry, the St Albans Community Care Unit, the Adult Mental Health Rehabilitation Unit, and the Adult Acute Inpatient Unit.

The MH&W service is situated in a growth corridor characterised by continuous development, service expansion, and innovative new programs.

Our recovery-oriented care is delivered by a skilled multidisciplinary workforce, including lived and living experience workers, with input from 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



Leadership

- Actively contribute to a positive multidisciplinary team culture, service development and quality improvement.
- Coordinate care and advocate for consumers and their families, supporting effective communication across internal and external service providers.
- Work collaboratively with psychiatrists, allied health professionals and other colleagues to support seamless care pathways during transitions between services or stages of recovery.
- Participate in portfolio responsibilities and undertake specific activities that support the development and refinement of ISP service delivery.
- Take responsibility for additional tasks as required and work within Western Health's key performance indicators and service delivery standards.



Research

- Participate in relevant research, evaluation, audit and quality improvement activities within the ISP and broader mental health service.
- Contribute to the collection and review of clinical and service data to evaluate consumer outcomes and identify opportunities for improvement.
- Support the translation of relevant research findings into clinical practice and service development.



Evidence Based Practice

- Deliver high-quality, recovery-oriented and evidence-based care within the scope of practice.
- Apply current evidence, clinical guidelines and professional standards when assessing consumer needs and making clinical decisions.
- Develop and implement individualised care plans in collaboration with consumers, families and the multidisciplinary team.
- Practice in accordance with the Mental Health and Wellbeing Act 2022 and all relevant legislation, policies and clinical guidelines.
- Contribute to quality improvement initiatives that strengthen the safety, effectiveness and consistency of care.



Education & Learning

- Maintain professional competence through mandatory training, continuing professional development, clinical supervision and feedback.
- Actively participate in annual performance development discussions and team learning activities.

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- Share relevant clinical knowledge and contribute to the learning and development of colleagues and students, where appropriate.
- Reflect on clinical practice and identify learning needs that support ongoing professional growth.



Clinical Expertise

- Undertake comprehensive screening and assessment of consumers' mental health, psychosocial needs, strengths, risks and recovery goals.
- Apply sound clinical judgement and decision-making to plan, deliver and evaluate care within the clinician's professional scope of practice.
- Provide individualised, recovery-oriented care in partnership with consumers, families, carers and the multidisciplinary team.
- Coordinate care across internal and external services and support safe transitions between services or stages of recovery.
- Maintain accurate, comprehensive and timely clinical documentation in accordance with Western Health standards and legal requirements.
- Use relevant electronic systems effectively to maintain consumer records and manage clinical documentation.
- Deliver services in accordance with Western Health KPIs and the requirements of tertiary mental health services.

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:

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

External:

- Centralised Triage
- Department of Health and Mental Health and Drugs Division
- Emergency services
- Acute Health
- Pharmacies
- Non-government agencies
- Drug and alcohol services and primary health providers

Selection Criteria

Formal Qualifications:

- 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's Degree in Psychiatric/Mental Health Nursing or equivalent, or Bachelor's Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.

Essential:

- Experience: Minimum 2 years' experience working in community mental health or similar clinical settings, dealing with consumers with complex needs.
- Knowledge and experience in recovery-based service delivery and application of relevant mental health legislation, including the Mental Health and Wellbeing Act (2022).
- Ability to work collaboratively with a diverse range of consumers and service providers.

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- Excellent interpersonal and communication skills, with an ability to engage and build rapport with consumers and their families.
- Victorian Driver's License and the capacity to drive work vehicles.
- Commitment to ongoing professional development and adherence to ethical standards and codes of conduct.

Desirable:

- Ability to speak a community language.
- Advanced computer skills and proficiency in using electronic systems for clinical documentation.

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
- 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) 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

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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: _____

Employee's Signature: _____ Date: _____

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