

POSITION DESCRIPTION

Position Title:	Team Leader – Community Mental Health
Business Unit/Department:	Community Team Central
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement <u>OR</u> Medical Scientists, Pharmacists & Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement
Classification:	RPN4, OT3, SW3, P3
Reports To:	Manager – MH&WS Central Community Team
Direct Reports:	Community Mental Health Clinicians
Date Prepared/Updated:	13 November 2025

Position Purpose

Working within our catchment area allows for challenging and rewarding careers, where teamwork, flexibility and achievement are apparent in everything we do. We recognise that it takes a team to run a successful service and we value and support all our team members. The team is comprised of enthusiastic and passionate clinicians (nursing, occupational therapy, social work, psychology and medical) who strive to promote mental health and wellbeing for our registered consumers while supporting their careers.

The Team Leader is a senior mental health clinician position and will be responsible for leadership of clinical review team/s and or service functions mentoring and leading mental health clinicians while communicating effectively with medical staff, team leaders and service manager. The mental health team provides recovery orientated community mental health services for our registered consumers. The team leader may have a reduced clinical load of complex consumers in addition to their team leader responsibilities. Senior clinicians work as a key clinician for an allocated number of consumers and/ or can also be aligned to a specialist function within the service namely intake, ACIS, case management or the intensive support programme.

Leadership and support, building capacity and demonstration of advanced clinical skills in the community are essential for this position. The role includes a combination of administrative duties and direct clinical work therefore effective organisational skills are a must. You will have demonstrated ability to apply initiative, lead quality projects, provide supervision and promote KPI achievements of the team.

Central Community works within an integrated model of care responding to consumers varying needs during their recovery journey. The team operates seven-days a week with a morning and afternoon shift, team leaders work a fixed Monday to Friday roster.

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Business Unit Overview
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, parts of Hume (Sunbury/Bulla) and Maribyrnong (commencement date TBC). We deliver specialist clinical programs across Adult Community Services, EMH/PARC/CL psychiatry, St Albans Community Care Unit, our Adult Mental Health Rehabilitation Unit, Adult Acute Inpatient Unit and older adult programs. The MH&WS service is situated in a growth corridor where continuous development, service expansion and innovative new programs are on the rise. Central Community team is one of the MH&WS adult mental health programs and responsible for community mental health care of consumers living in the city of Brimbank and parts of Hume (Sunbury / Bulla).
Key Responsibilities
Central Community has four team leaders, four clinical streams and four distinct functions within our integrated model of care. Each team leader is responsible for clinical team/s and/or an integrated function (acute community intervention, intake, intensive clinical or administrative). Team leader responsibilities include: • Chair weekly clinical review team meetings • Work in partnership with the team manager and clinical review team / function psychiatrist in leading the multidisciplinary team • Facilitate monthly workload management processes (CWMS) with each clinician on your team • Provide team members with clinical support, mentoring and / or supervision • Promote KPI achievement (contacts; OM's; R&W plans; 7/7 pre & post contact; 91/7 clinical reviews) • Initiate appropriate quality activities, contribute to various service demands and actively participate in a variety of portfolio activities • Direct clinical responsibilities (case load and / or function allocation) proportionate to the team leader's workload • Promote and maintain a healthy, supportive and positive workplace culture • Work in your scope of practice concurrently offering support / mentor clinicians in their work to: ○ Effectively assess and or screen consumer need/ referrals and make clinically informed decisions regarding the appropriate course of action, consulting colleagues/ external services as required. ○ Coordinate care as appropriate by communicating and advocating for the consumer and their family/carers with programs and external service providers. ○ Prepare transition plans in conjunction with lead consultant, registrar and other clinicians involving the client, carer and significant others. ○ Coordinate and plan acute crisis urgent assessments and secondary consultation. ○ Work within the Mental Health Act 2014 as required (a new MH&W Act will come into place on 1/9/23 at which time staff will be required to have a working understanding of the principles and application to their practice). ○ Contribute to the team dynamic and positive team culture with potential for additional tasks focusing on broader service development initiatives. ○ Responsibility/participation in team-based portfolio and associated tasks/ activities. ○ Continue to learn through mandatory training and other learning activities. ○ Effectively utilise relevant electronic systems to maintain appropriate documentation for all client contact.
About You: • You are a motivated mental health clinician committed to continued learning and developing your leadership and clinical skills. You have a passion for caring and making a genuine difference in the lives of public mental health consumers. You enjoy being part of a dynamic team and enjoy supervising / mentoring less multidisciplinary team members

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- You communicate clearly, openly and effectively within internal and external stakeholders in verbal and written form.

Your Experience:

- Previous leadership roles / experience in mental health settings
- Experience in working within a team environment and with a range of consumers from varied cultural backgrounds and psychiatric presentations.
- Knowledge of relevant treatment models and interventions for high and low prevalence psychiatric illnesses.
- Comprehensive understanding of legislative and policy directions within the Victorian public mental health services including, but not limited to, the Recovery Framework and the Mental Health Act (2014).
- Skilled in engaging consumers and family members, developing rapport and following up with community linkages / referrals to specialist 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
- Medical Registrars
- Multidisciplinary Clinical Team
- Administration staff
- MH&WS clinical programs

External:

- Centralised Triage
- Non-Government agencies, drug and alcohol services and primary health providers.

Selection Criteria

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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.

Psychologists:

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 (or eligibility to enter a registrar program as a clinical, forensic or clinical neuro psychologist with the Psychology Board of Australia where relevant).

Social Workers:

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

Essential

- Experience, minimum 5 years, in the provision of clinical services in a high demand environment with consumers who have complex needs.
- Solid 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 Act (2014) and of policies and strategic directions of Public Mental Health Services
- High level of reliability and professional conduct
- Experience in working in clinical leadership roles
- 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
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation

Desirable

- Previous leadership roles
- Ability to speak a community language
- Advanced computer skills

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: _____

Employee's Signature: _____ Date: _____

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