

## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader
<b>Business Unit/Department:</b>	Yanna Yanna (Women's) Prevention & Recovery Centre (PARC)
<b>Division:</b>	Mental Health & Wellbeing Services
<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>	Mental Health Nurse – Grade 4 (Year 1 to Year 3); Social Worker – Grade 3 (Year 1 to Year 4); Occupational Therapist – Grade 3 (Year 1 to Year 4); Psychologist – Grade 3 (Year 1 to Year 4)
<b>Reports To:</b>	Program Manager – Yanna Yanna PARC, Perinatal Mental Health Service and Child & Adolescent Psychiatry Service
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	13 October 2025

### Position Purpose

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

- With the support of the Program Manager, you will be responsible for providing operational leadership to the team. As a part of this, you will actively lead the team processes to maintain service delivery to consumers and carers including overseeing day-to-day clinical and operational procedures and practices, developing staff rosters, leave management, etc.
- To actively lead team planning and development activities within Yanna Yanna and work to enhance the profile of the Yanna Yanna programme across the Western Mental Health Services and Western Metropolitan Melbourne through the provision of clinical treatment, effective liaison and service development (in collaboration with the Manager).
- Provide clinical expertise to other mental health clinicians in delivery of mental health care to woman and their support network.
- Provision of operational supervision to team members.
- Undertake administrative work to manage team.

### Business Unit Overview

#### Mental Health & Wellbeing Services 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

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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 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.

### **Yanna Yanna PARC**

Located in St Albans, Yanna Yanna PARC is a welcoming and supportive environment where consumers are supported in their recovery goals and increasing their independence in transition back into the community. The service also has the ability for children to stay with their mother as a border.

## **Key Responsibilities**

### **Accountabilities:**

- Provide clinical leadership in the form of role modelling, mentoring to clinical staff, working with consumers who have a more complex lived experience of mental ill health; providing support and strategies to other clinicians and the Wellways partner's staff around how to support these consumers.
- Provide a senior clinical role within the PARC program providing interventions in relation to complex clinical issues, to improve consumer level of functioning and quality of life. Simultaneously work collaboratively with consumers, families, carers and Wellways partner staff in the development, implementation and review of Individual Recovery Plans/Treatment Plans and provision of quality services.
- Ensure referrals and assessments of new consumers are coordinated, ensuring referrers and consumers are informed of outcomes of referrals.
- Provide leadership to and contribute to clinical review meetings that guide implementation and evaluation of consumer treatment objectives provided by the team.
- In collaboration with the Program Manager, support the management of the workforce through the application of effective recruitment, induction, professional development, performance review, development and management processes.
- Evaluate and adjust policy to enhance professional practice and service delivery. Operate within the legal frameworks e.g. Mental Health Act and Privacy Act.
- With the support of the Program Manager develop maintain collaborative relationships and networks to support seamless service delivery including Effectively use a broad range of skills to communicate in a person-centred manner with key stakeholders to ensure the provision of high quality services. Coordinate planning across a range of services.
- Develop and maintain a safe work environment for staff, review and improve processes where risks may be identified
- Manage resources through: Planning and monitoring service performance against service targets and KPI's; utilising of staffing profiles to allocate resources and achieve optimal provision of service outcomes.
- Be accountability for their own, and their staff's, professional practice, critical reflection, professional development and performance assessment and review
- Undertake administrative tasks according to the protocols established for the team and required for reporting on the minimum data set reporting framework

### **Quality Improvement:**

- Foster quality improvement, research activities and program evaluation that inform the delivery of services; enhance the utilisation and sharing of best practice knowledge and skills across the team.
- Develop an environment which promotes continuous improvement in practice
- Evaluate and adjust practice to ensure client centered approach to service delivery that improves user experience and outcomes

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<p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate strong ongoing commitment to own professional development and the ability to support and develop knowledge and skills in others.</li> <li>• Provide support in clinical supervision and to support undergraduate and post-graduate students</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>• Western Health Mental Health and Wellbeing Division staff and leadership</li> <li>• Wellways</li> <li>• Consumers, carers and support networks</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Family and Children Services</li> <li>• Victoria Police</li> <li>• Victorian Area Mental Health Services</li> <li>• Department of Health</li> </ul>
<p><b>Selection Criteria</b></p>
<p><b>Essential Formal Qualification(s) and Registration Requirements:</b></p> <p><i>Mental Health Nurses:</i></p> <ul style="list-style-type: none"> <li>• Minimum 5 Years experience as a Mental Health Nurse working with Mental Health</li> <li>• Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.</li> <li>• Bachelor's Degree in/Mental Health Nursing or equivalent, or, Bachelor's Degree in Nursing plus a Postgraduate qualification in/Mental Health Nursing.</li> <li>• Completion of a Recognised Mental Health Graduate Nurse Program</li> <li>• Completion of General to Mental Health Transition program (where applicable)</li> </ul> <p><i>Occupational Therapists:</i></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years' experience as a Occupational Therapist within Mental Health</li> <li>• Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.</li> <li>• 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.).</li> </ul> <p><i>Psychologists:</i></p> <ul style="list-style-type: none"> <li>• Minimum five (5) years' experience as a psychologist.</li> <li>• Hold current general registration as a Psychologist with AHPRA.</li> <li>• Possession of Master's level degree or above in Clinical Psychology, Forensic Psychology or Clinical Neuropsychology.</li> <li>• Hold an Area of Practice Endorsement (AoPE) in Clinical Psychology, Forensic Psychology or Clinical Neuropsychology.</li> <li>• Hold current registration as a Psychology Board of Australia approved Supervisor for Higher Degree Students and Registrars.</li> </ul> <p><i>Social Workers:</i></p> <ul style="list-style-type: none"> <li>• An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.</li> <li>• Minimum 7 years' experience working as a Social Worker within Mental Health</li> </ul> <p><b>Additional Essential Criteria:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated high level mental health assessment and intervention skills, including discipline specific interventions</li> <li>• Demonstrated commitment to consumer centred and recovery-oriented care</li> </ul>

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- 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

**Desirable:**

- High performance standards for self and others.
- Experience working within PARC's
- Experience working in Child and Adolescent Mental Health Services

**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**

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

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Customer focus	Building strong customer relationships and delivering customer-centric solutions
<b>Additional Requirements</b>	
<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police/criminal history check prior to employment</li> <li>• Obtain a Working with Children Check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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, Safe Patient Care Act 2015, Mental Health &amp; Wellbeing Act 2023</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul>	
<b>General Information</b>	
<ul style="list-style-type: none"> <li>• Redeployment to other services or sites within Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• 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</li> <li>• Western Health is committed to Gender Equity</li> <li>• Western Health provides support to all personnel experiencing family and domestic violence</li> <li>• 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</li> <li>• Western Health is a smoke free environment</li> </ul>	

*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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