

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader Infant, Child and Youth Mental Health Service (ICYMHS)
<b>Award Classification:</b>	Grade 4 Occupational Therapist, Social Worker, Clinical Psychologist, Grade 5 Registered psychiatric Nurse
<b>Award / Agreement Name:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020-2024 Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025
<b>Position Reports to:</b>	Line Report: Stream Manager, Child and Youth Mental Health Service Professional Report: Allied Health Program Senior Mental Health Program (dependent on discipline) or Director of Nursing, Mental Health Program

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **POSITION PURPOSE**

Eastern Health's Mental Health Program provides Tier 3 mental health care for all ages in the Eastern Metropolitan Region of Melbourne. Fundamental to our service delivery are the principles of recovery oriented mental health practice.

The Infant, Child and Youth Mental Health Service (ICYMHS) at Eastern Health operates four multidisciplinary community and a range of specialist teams and services located throughout the Eastern region, in addition to an adolescent inpatient psychiatric unit in Box Hill. Teams are multidisciplinary and work to deliver high quality mental health assessments and clinical interventions for children and young people, 0 -25 years, and their families who are experiencing severe mental illness impacting on their development and psychosocial functioning. Clinical work is both centre-based and provided through outreach services.

The Team Leader, working in collaboration with the Team Consultant Psychiatrist, will provide day to day clinical and operational leadership of the Lilydale Community Team, ensuring delivery of high quality, evidence based clinical care, including the provision of a range of evidence based specialist interventions to assist individual children, young people and their families/carers to achieve the highest level of functioning and improved health and wellbeing outcomes.

The Team Leader will actively contribute to the ongoing development and implementation of enhancements to the model of care for infants, children, youth and families, ensuring practice is in line with contemporary, evidenced based mental health models of care and current Victorian State Government initiatives, such as the Recovery Framework and the implementation of recommendations arising from the Royal Commission into Mental Health.

The Team Leader will carry a reduced (50%) clinical caseload, working in partnership with referred children, young people, families/carers and service providers, to provide high quality mental health assessments, case management and clinical interventions.

## **MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Collaboratively work with a small designated caseload of children and young people (aged 0 – 25 years) and their families, co-clinicians and key stakeholders, providing advanced mental health care practice in assessment, formulation and individualized recovery planning, and multi-modal therapeutic treatment using an evidenced based best practice approach and that is consistent with standards outlined in CYMHS.
- Provide clinical services to children, young people and their families and to other agencies by having clinical contact for a minimum of 50% of working hours per week, and participating in group, family and individual therapeutic activities as required.
- Working under the direction of the stream Manager, provide consistent, high quality and effective clinical and operational leadership of the Lilydale Community team, in keeping with the key objectives and service requirements of CYMHS.
- Coordinate effective day-to-day operational management of the team including workload allocation in accordance with service policy and procedures.
- Oversee the team's crisis response system ensuring timely and clinically appropriate responses to crisis situations or urgent clinical problems.
- Ensure the provision of regular clinical and operational supervision, clinical review processes, professional development and effective implementation of service development initiatives.
- Lead and develop a positive team environment and culture within the team and service stream.
- In consultation with the stream manager and relevant discipline lead, contribute to the recruitment, selection and induction of staff.

- Complete annual staff appraisals, ensuring appropriate supervision and professional development plans are undertaken in consideration of clinical skills and competencies, and provide both feedback and support to staff in order that they meet agreed staff development goals and exemplify Eastern Health values.
- In consultation with the Stream Manager, identify and address performance related issues of the team.
- Actively ensure staff are supported to manage the completion of required data collection and reporting requirements including use of outcome measurement and risk management tools, KPI's along with other administrative procedures as required. Actively support the engagement of staff in program/project specific portfolios.
- Actively participate in the provision of professional development within CYMHS and, in collaboration with the Coordinator Community Education and Secondary Consultation, undertake community education and secondary consultation activities to key health and welfare agencies in the region.
- Support the equitable provision of allied health, medical and nursing student placements within the team and service stream.
- Have a sound working knowledge of relevant policies, frameworks and strategies related to the Mental Health and with particular relevance to Child and Youth Mental Health (National Mental Health Standards, National Recovery Framework, Royal Commission into Mental Health recommendations).
- Adhere to and comply with relevant legislation including the Mental Health Act 2014, Children, Youth and Families Act 2005, Family Violence Protection Act 2008, the Charter for Human Rights and Responsibilities Act 2006, the Health Records Act 2001, Privacy and Data Protection Act 2014
- Demonstration of relevant family violence practice according to allocated responsibility level in the mental health program workforce mapping tool. This aligns with the Multi-Agency Risk assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVIS) and Child Information Sharing Scheme (CISS) legislative requirements and related Eastern Health guidelines
- Actively involved in the continual development of evidence based treatment programs by utilizing current research; and promoting and participating in research activities where relevant.
- Participation in annual performance process and self-development program with the Service Manager as appropriate.
- Comply with mandatory and other identified training requirements specified by Eastern Health and professional bodies and maintain accurate documentation of evidence of this training and professional development undertaken.
- Participate in regular clinical supervision and professional development to build skills in reflection, collaboration and quality clinical practice.
- Undertake other duties as directed by the Stream Manager for the efficient and effective running of the service.
- Yarra Ranges Health Site based, emergency co-ordinator (EC) role, including participation in annual emergency co-ordinator training and being rostered to be site EC once per week/fortnight.

## **SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

## **1. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **2. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity

to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

### INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Team Leader, Lilydale Community Team Infant, Child and Youth Mental Health Service (ICYMHS),
<b>Award Classification:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020-2024 Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025
<b>Award / Agreement Name:</b>	Victorian Public Mental Health Services Enterprise Agreement 2021 – 2024 Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Line Report: Stream Manager, Child and Youth Mental Health Service Professional Report: Allied Health Program Senior Mental Health Program (dependent on discipline) or Director of Nursing, Mental Health Program

#### Essential

The successful applicant will have one of the following qualifications:

#### Occupational Therapist:

- Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency
- A minimum of at least 7 years' experience as a qualified/fully registered occupational therapist / including at least 2 years as a senior clinician

#### Social Work:

- Holds a degree qualification in Social Work that has been approved by the Australian Association of Social Workers (AASW) for membership as a Social Worker.
- Maintains compliance with the AASW Continuing Professional Development Policy in order to meet the Eastern Health Allied Health credentialing standard.
- A minimum of at least 7 years' experience as a qualified/fully registered Social Worker / including at least 2 years as a senior clinician.

#### Psychiatric Nursing:

- Registered as a Nurse with the Australian Health Practitioner Regulation Authority with approved/endorsed postgraduate qualifications in Psychiatric Nursing.
- Minimum of four years post qualification clinical experience in child and youth public mental health.

#### Clinical Psychologist:

- Full registration or eligibility for full registration as a Psychologist by the Psychology Board of Australia (PBA).
- Hold a Masters or Doctoral coursework qualification in Clinical Psychology that has been approved by the Psychology Board of Australia.
- Registration endorsement or eligibility for endorsement in the Approved Area of Practice of Clinical Psychology.
- Hold approved Supervisor status with AHPRA.
- A minimum of at least 10 years' experience as a qualified/fully registered psychologist including at least 2 years as a senior clinician.

**The successful applicant will additionally have the following experience:**

- A minimum of 7 years clinical experience in public tertiary child and youth mental health and particular experience and skills in the practice of community-oriented service delivery.

**The successful applicant will have the following knowledge and skills:**

- Demonstrated ability to provide collaborative, recovery focussed high quality assessment, formulation, case management and clinical interventions with children, young people and their families to improve mental health wellbeing.
- Highly developed skills and commitment to, working with children, adolescents and young people and their families/carers from a wide range of ethnic and social backgrounds and providing services that are family and gender sensitive.
- Demonstrated ability and experience in clinical and operational leadership within a multi-disciplinary team.
- Demonstrated capacity to work in partnership with a consultant psychiatrist in providing leadership and direction for a team.
- Demonstrated ability to provide leadership and direction to a multidisciplinary team and ability to build a positive and cooperative team environment.
- Demonstrated high level of ability to lead the delivery and evaluation of a range of high quality services to children, young people and families/carers within a mental health setting
- High level communication, written and verbal, with demonstrated high level of inter personal skills with consumers, their families and all health care professionals.
- Highly developed skills in inter-personal communication and multi-disciplinary team work and the ability to work both independently and interdependently as a member of a multidisciplinary team, with evidence of excellent conflict resolution skills.
- Demonstrated leadership, communication and people management skills including experience in effectively developing, enhancing and sustaining key stakeholder relationships.
- Sound understanding of the relevant policies and strategies related to the Child and Youth Mental Health with clear relevance to Child and Youth Mental Health (National Mental Health Standards, National Recovery Framework, Royal Commission into Victoria's Mental Health System recommendations).
- A sound working knowledge of the relevant legislation pertaining to Mental Health including Mental Health Act 2014, the Charter for Human Rights and Responsibilities Act 2006, the Health Records Act

- A working understanding and the ability to embed across the multidisciplinary team of National Standards and Accreditation Standards.
- Demonstrated commitment to supervised practice and ongoing professional development.
- Compliance with the code of ethics and legal requirements of the profession.
- High level of computer skills related to word processing, data analysis and communication.
- An understanding into Eastern Health’s values and a commitment to achieving these
- Current Victorian driver’s licence
- Current Working With Children’s Check
- understanding into Eastern Health’s values and a commitment to achieving these

**Desirable**

- Post-Graduate qualifications in Mental Health, Family Therapy, Child Psychotherapy or other Psychotherapies.
- Interest or experience in research and program evaluation.
- Previous experience in leadership positions in public mental health

Personal Attributes:
<ul style="list-style-type: none"> <li>• Exhibits behaviour which reflects the Eastern Health values.</li> <li>• Promotes and contributes to a supportive and engaged team environment.</li> <li>• Commits to providing a safe environment for all.</li> <li>• Respectful, collaborative and kind.</li> </ul>



**Aboriginal & Torres Strait Islander Candidates**

Eastern Health’s Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health’s Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)