



**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
every day.**

**Join The Royal
Melbourne Hospital's
NorthWestern Mental
Health Service**



Position Description

**Team Leader, Child & Adolescent
Wellbeing Service**

As one of Victoria's largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

Advancing health for everyone, every day.

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit—embracing the things that make us all unique.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Title:	Team Leader, Child & Adolescent Wellbeing Service
Service:	Mid West Area Mental Health Service
Location:	MWAMHS locations
Reports To:	Manager, Child & Adolescent Well-being Service
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2016–2020 / Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2017–2021
Classification:	Registered Nurse Grade 5
Immunisation Risk Category:	Category A
Date of Review:	March 2021

As the Team Leader of the new Child & Adolescent Wellbeing Service, you will be part of the leadership group for this new service. You will provide direction, leadership to team members as well as supporting the manager to achieve strategic goals.

- Clinical lead in the consultation-liaison at the Joan Kirner Women's and Children's Hospital (JKWCH)
- With the support of the Manager and Area Manager you will be responsible for providing clinical and operational leadership to the team
- Provide support in development of care pathways
- Delivery of infant and children focused comprehensive mental health assessments in inpatient, outpatient and Emergency Department
- Evidence based therapeutic interventions including family work, parent work and individual therapy
- Provide clinical expertise to other mental health clinicians in delivery of mental health care to young people and their support network
- Provision of specialist secondary consultation to partner service providers
- Provision of clinical supervision to clinical staff
- Undertake administrative work to manage team
- This position requires clinician to travel between sites at MWAMHS and NWMH
- This position is from May 2021 - July 2022 with possible extension of contract

Midwest Area Mental Health Service (MWAMHS) provides public adult mental health services to the local government area in Brimbank, Melton and part of Hume.

- An Adult Psychiatric Inpatient Unit and Secured Extended Care Unit at Sunshine Hospital
- Two community teams based at Sunshine and Melton, Community Care Unit
- Perinatal Mental Health Service
- In 2022, MWAMHS will be opening a new Women's PARC facility based at Sunshine Hospital which can accommodate Children
- In 2023, there will be two new 26-bed inpatient units on the Sunshine Hospital site

Accountabilities

- In collaboration with the Manager and Area Manager, support the management of the workforce through the application of effective recruitment, induction, professional development, performance review, development and management processes.
- Effectively identify and mediate potential and actual conflict between groups to build a cohesive and respectful workplace. Model and actively promote workplace behaviour that reflects the Melbourne Health Values
- 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 Manager to develop maintain collaborative relationships and networks to support seamless service delivery.
- Develop and maintain a safe work environment for staff, review and improve processes where risks may be identified
- Support MWMHS Management in the process of organisational change, evaluate the outcome and adjust direction.
- 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.
- 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
- Promote, develop and support the peer support workforce across programs

- 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
- Contribute to research and evaluation activities within MWAMHS and across NWMH as appropriate
- Evaluate and adjust practice to ensure client centered approach to service delivery that improves user experience and outcomes
- Promote a culture of continuous improvement

- Support MWAMHS Management in developing guidelines, protocols, procedures, standards and systems of work set by the organisation.
- Undertake administrative tasks according to the protocols established for the team and required for reporting on the minimum data set reporting framework.
- Contribute to the application of information systems to improve clinical practice and inform clinical decision making

- Demonstrate strong ongoing commitment to own professional development and the ability to support and develop knowledge and skills in others.
- Provide support in clinical supervision and to support undergraduate and post-graduate students

Internal

- ## External

- ## Selection Criteria

- Registered Psychiatric Nurses:

- ## Essential:

- ### Desirable:

- 2020 v1.2

- ## Required Capabilities

Below is a list of capabilities and the attainment level required in this position.

Capability Name	Attainment Level
Organisational savvy	Mastery
Communicating effectively	Mastery
Building relationships	Mastery
Patient and consumer care	Mastery
Working safely	Mastery
Utilising resources effectively	Consolidation
Innovation, continuous improvement and patient safety	Consolidation
Adaptability and resilience	Mastery
Integrity and ethics	Mastery
Delivering results	Consolidation
Analysis and judgement	Mastery
Developing and managing skills and knowledge	Consolidation

Health, Safety and Wellbeing

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

RMH employees are measured through successful:

- RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Name (please PRINT IN CAPITALS)

Date (day/month/year)