

POSITION DESCRIPTION

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| Position Title: | Senior Mental Health Clinician – Eating Disorders |
| Service: | Parkville Youth Mental Health and Wellbeing Service (PYMHWS) |
| Location: | Parkville |
| Reports To: | Coordinator CCT Region A; Eating Disorders Stream Leader |
| Enterprise Agreement: | Victorian Public Mental Health Services Enterprise Agreement 2024–2028 / Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021 - 2025 |
| Classification: | Registered Psychiatric Nurse Grade 4 (NP75 - NP77) / Occupational Therapist Grade 4 (HR9 - HR12) / Social Worker Grade 4 (HR25 – HR28) / Psychologist Grade 3 (PL1 - PL4) |
| Immunisation Risk Category: | Category A |
| Date of Review: | May 2027 |

Parkville Youth Mental Health and Wellbeing Service (PYMHWS)

Parkville Youth Mental Health and Wellbeing Service (PYMHWS) is Victoria's first standalone public mental health service designed specifically for young people aged 12 to 25. Operational from July 2025, PYMHWS is leading a bold transformation in how youth mental health is accessed, experienced, and governed across Melbourne's north and west.

We deliver specialist, community, and inpatient services to young people experiencing, or at risk of mental ill-health. Our multidisciplinary teams are based at Parkville, Footscray, Spotswood, Sunshine, Wyndham, Cherry Creek and Malmsbury, working closely with families, carers, supporters and kin to provide developmentally appropriate, evidence-based, trauma-informed, inclusive care, grounded in lived experience.

At PYMHWS, every decision - from the front desk to the boardroom - centres on what young people need to live the lives they want to lead.

We partner with Orygen, bringing their world-leading research and knowledge translation expertise into care delivery. Together, we are building an integrated service model that connects Orygen-operated headspace centres with PYMHWS clinical services, creating a unified care experience.

As we grow, we're building a service with - and for - young people. One that reflects the diversity of our communities, embraces continuous learning and the generation of new knowledge, and strengthens the mental health system around it.

At PYMHWS, we:

- Foster a safe, supportive and inclusive workplace - where the health, safety and wellbeing of young people, families, colleagues and visitors are actively protected.
- Speak up for safety and equity - raising concerns and escalating issues when needed, to ensure high standards of care and conduct.
- Deliver Safe, Timely, Effective, Efficient, Equitable, Person-centred Care (STEEEP) in alignment with our clinical governance framework and our youth-first approach.
- Promote diversity, inclusion and equal opportunity - creating a workplace free from discrimination, harassment or bias, and reflecting the communities we serve.
- Comply with all relevant policies, procedures, professional standards and legislation - including those related to clinical care, health and safety, risk, privacy, and equal opportunity.

Department Description

The Eating Disorders Stream provides evidence-based interventions to young people with complex and severe eating disorders. Many of these young people also experience complex comorbid mental health problems and physical health issues. The Eating Disorders Stream is an integrated clinical, research and translation program and supports the evaluation and implementation of evidence-based treatment.

The service operates over a number of sites and staff may be required to work from Parkville, Footscray, Wyndham, Sunshine, Melton, or other sites within the catchment. Ongoing commitment to improve service accessibility has seen the development of new sites, including the Sunshine Service, based within the Youth Hub and collocated with headspace, as well as satellite clinics in Wyndham and Melton. As these sites develop, staff may be based at different sites dependent on the specific requirements of the position.

Position Summary

The Senior Mental Health Clinician holds a key leadership role in supporting the care and recovery of young people with complex mental health needs within the Eating Disorders stream at PYMHWS. This position is responsible for providing clinical leadership and supervision to a multidisciplinary team, as well as comprehensive psychological case management to a caseload of young people and their families.

The Senior Mental Health clinician will work autonomously and in collaboration with the Eating Disorders Stream Leader and Continuing Care Coordinator to plan, develop, and deliver services for young people and their families, which are consistent with best practice standards, evidence-based care, and the strategic direction for PYMHWS.

Additionally, the Senior Mental Health Clinician will support all stream business including intake and client allocation, clinical governance and quality assurance processes, and training and professional development. The clinician may also provide support to other clinical streams in the service and/or hold a specialist portfolio.

The service operates over a number of sites and staff may be required to work from Parkville, Footscray, Glenroy, Craigieburn, Werribee, Sunshine, Melton and other PYMHWS sites.

Key Accountabilities

Clinical Care and Service Delivery

- Timely completion of mental health assessments including formulation, psychologically informed intervention, crisis intervention, family work and systems containment, treatment plans, digital support options, crisis management plans, outcome measures, documentation of client's progress medical record, discharge summaries and contact sheets, for the client/carers/system consistent with the PYMHWS model of care.
- Oversee clinical processes including client allocation, incident management, clinical review meetings, and clinician supervision.
- Ensure high standards of clinical care that are congruent with PYMHWS aims – client focused, accessible, responsive and consistent with best practice.
- Capacity to provide, or develop skills in, integrated assessment, treatment and care for dual diagnosis clients.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all PYMHWS teams.

Risk Management and Safety

- Manage clinical risk and actively support the multidisciplinary team to work toward implementing risk reduction strategies.
- Ensure clinical processes are effectively managed, including allocation of clients, critical incident responses, clinical review, discharges, business and team meetings in consultation with the Continuing Care Team Coordinator and the Clinical Stream Lead.
- Ensure service provision is guided by evidence-based, culturally-safe and trauma-informed principles incorporating the diverse needs of all young people and families, especially those from LGBTQI+, Aboriginal and Torres Strait Islander, and culturally and linguistically diverse populations.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Support and participate in the Health Services Occupational Health & Safety (OHS) Policies and Procedures and implement (where appropriate) at unit/service area level including reporting any incidents of unsafe work practices, sites/areas or equipment.
- Comply with Safety & Service Improvement and Quality Management policies and procedures.

Leadership, Supervision and Professional Development

- Facilitate the delivery of high-quality clinical care by supporting professional development and training activities, as well as ensuring and providing supervision and secondary consultation.
- Establish and maintain effective interfaces and partnerships with key agencies and community groups through consultation, liaison, education and collaborative projects, including Drug and Alcohol services, Youth Justice and primary care providers.
- The incumbent may be required to perform other duties as directed.

PYMHWS Core Cultural, Leadership & Safety Responsibilities

These responsibilities apply to all roles at PYMHWS and form the foundation of our culture. They reflect our commitment to safety, inclusion, wellbeing and transformational leadership - at every level of the organisation. Aligned with PYMHWS's strategic goals and operational priorities, these behaviours ensure we are here for youth, together - and focused on delivering outcomes that matter.

Psychological safety & inclusion

- Create and maintain a psychologically safe team environment where all voices are heard and respected.
- Model inclusive behaviours and actively challenge stigma, bias and discrimination.
- Speak up for safety, wellbeing and alignment with PYMHWS values - including cultural safety for Aboriginal and Torres Strait Islander peoples.

Leadership at every level

- Demonstrate leadership in your area of work, regardless of role title, by taking ownership, influencing positive change, and modelling integrity.
- Mentor others where appropriate, share knowledge generously, and contribute to a learning culture.
- Engage in honest, constructive feedback - giving and receiving with a growth mindset.

Alignment with strategic vision, outcomes & priorities

- Contribute to the achievement of our strategic and operational priorities, including youth-first care, workforce wellbeing, system transformation and strong partnerships.
- Be accountable for delivering measurable outcomes - for young people, families and colleagues.
- Make decisions that align with our purpose: reimagining how youth mental health is accessed, experienced and delivered.

Wellbeing & safe practice

- Prioritise your own wellbeing and that of your colleagues, in line with our whole-of-service wellbeing approach.
- Work to your full scope of practice and escalate when support is needed.
- Participate actively in safety initiatives, risk management and quality improvement.

Continuous learning & improvement

- Commit to ongoing professional learning, cultural development and reflective practice.
- Support innovation, research translation and systems thinking to improve outcomes for young people.
- Seek feedback on your work including participation in formal performance and annual discussion review processes.

Key Relationships

Internal Stakeholders

- Coordinator CCT Region A, Clinical Stream Leader
- PYMHWS Workforce
- Research and Training Programs

External Stakeholders

- Community Groups
- Drug and Alcohol Services
- Education Services and Vocational Programs
- Youth Justice and Primary Care Providers

Key Selection Criteria

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.).

Social Workers:

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

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 (Clinical or Forensic) with the Psychology Board of Australia.
- Masters or Doctoral qualification in Clinical or Forensic Psychology.
- Board approved supervisor status with the Psychology Board of Australia (AHPRA).

Essential:

- Demonstrated a minimum of five years' experience in clinical practice and case management within the mental health field, including young people experiencing mental health difficulties.
- Strong working knowledge of the principles of early intervention for mood disorders.
- 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.
- Ability to develop, implement and evaluate client-centred individual service plans, risk assessments and diagnostic formulations.
- Capacity to provide, or develop skills in, integrated assessment, treatment and care for dual diagnosis clients.
- Knowledge of the rationale and evidence for early intervention in mental illness.
- Proven ability to manage work collaboratively and effectively with young people, their families, as well as to develop effective working relationships with external partners and agencies.
- Compliance with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- Ability to work independently and effectively within a multidisciplinary team.
- Demonstrated interpersonal and communication skills (written and verbal) as well as abilities in problem solving and negotiation.
- A commitment to ongoing professional development through access to current literature, continuing education, supervision and attendance at seminars conferences etc.
- Ability to participate in policy and service development within the program and in continuous quality improvement through ongoing evaluation of services delivered to clients.
- Ability to document care as required and comply with expectations for data collection e.g. contacts.
- Willingness to work from a community-based site and across multiple sites if required.
- A current Victorian driver's licence.

Desirable:

- Nursing: Evidence of current Continuing Professional Development as outlined by ACMHN or RCNA. Evidence ACMHN Credentialed Mental Health Nurse (CMHN)
- Occupational Therapists: OT Australia Accredited Occupational Therapy status (AccOT).
- Social Workers: MAASW (Acc) or AASW Accredited Mental Health Social Worker status
- A working knowledge of community-based organisations and human services organisations.
- Understanding of the Children & Young Person's Act, Mental Health and Wellbeing Act 2022 and other Acts/ legislation relevant to working with young people in a mental health setting.
- Knowledge of relevant guidelines, plans and strategies related to the mental health service system (such as Victorian Mental Health Reform Strategy, National Standards for Mental Health Services).

Key Performance Indicators / Success Measures

Your performance will be measured through your successful:

- Demonstration of PYMHWS values - putting people first, leading with kindness and achieving excellence together
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

Conditions of Employment

PYMHWS is a child-safe organisation and is committed to promoting and protecting the safety and wellbeing of all young people and embedding safeguarding practices into all our programs and services.

All employment appointments are required to:

- hold a valid Working with Children Check
- Police Check
- Provide evidence of Immunisation history consistent with risk category defined for this role
- Availability to work across multiple locations within the Melbourne metropolitan area

Acceptance:

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 Parkville Youth Mental Health and Wellbeing Service (PYMHWS) reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

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**Parkville Youth
Mental Health and
Wellbeing Service**

**We're here
for youth.**

Date