

POSITION DESCRIPTION

Position Title:	Site Coordinator, Custodial Forensic Youth Mental Health Service
Service:	Parkville Youth Mental Health and Wellbeing Service (PYMHWS)
Location:	Malmsbury
Reports To:	FYMHS Stream Lead
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:	June 2027

About the 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 Forensic Youth Mental Health Service (FYMHS) is a statewide specialist service within the Parkville Youth Mental Health and Wellbeing Service (PYMHWS), providing expert forensic mental health assessment, consultation, treatment and care coordination for young people aged 10–25 years who are involved in, or at risk of involvement in, the youth justice system.

FYMHS comprises two integrated service streams: Custodial FYMHS and Community FYMHS. Custodial FYMHS provides specialist forensic mental health services within Victoria's three Youth Justice Precincts: Parkville Youth Justice Precinct (PYJP), Cherry Creek Youth Justice Precinct (CCYJP) and Malmsbury Youth Justice Precinct (MYJP). Services include multidisciplinary assessment, treatment, consultation, care coordination and specialist mental health support for young people in custody. Custodial FYMHS also works within the River Unit, a voluntary mental health unit located within CCYJP, which provides intensive, recovery-oriented, trauma-informed assessment and treatment within a least restrictive, young person-centred model of care.

Community FYMHS delivers specialist forensic mental health consultation, assessment and intervention through three statewide programs: the Youth Justice Mental Health Clinician (YJMHC) Program, which provides mental health consultation and support to Youth Justice services; the Children's Court Mental Health Advice and Response Service (CCMHARS), which provides specialist mental health consultation to the Children's Court of Victoria (CCV); and the Youth Forensic Assessment Consultation & Treatment Service (YFACTS), a statewide specialist consultation service supporting young people presenting with complex offending-related behaviours, including violence, problematic sexual behaviour, stalking, animal cruelty and fire-setting.

Working in partnership with Youth Justice, Justice Health, public mental health services, the Court and community agencies, FYMHS aims to improve mental health outcomes, reduce reoffending, strengthen system responses and support young people to achieve meaningful recovery, rehabilitation and community reintegration.

Position Summary

The Site Coordinator, Custodial FYMHS is a key leadership position within Custodial FYMHS, providing both operational leadership and guidance to a multidisciplinary team, along with holding a defined client case load.

Given the leadership attributes of this role, it is expected that the incumbent will work autonomously and collaboratively with the Custodial FYMHS Team Lead to plan, develop and support the implementation of services for young people and their families/carers, which are consistent with best practice standards and evidence-based care and are in line with the strategic direction and vision of Parkville Youth Mental Health and Wellbeing Service (PYMHWS).

The role is embedded within Custodial FYMHS team and is based within a Youth Justice Custodial Precinct. When required to travel to other service locations a workplace vehicle and travel time is included within working hours.

The Site Coordinator, Custodial FYMHS (Malmsbury) focuses on providing high level consultation, leadership and advice on complex clinical matters and is expected to have advanced knowledge of and experience regarding the mental health sector. Knowledge and experience working in a forensic setting is desirable.

The incumbent may be required to perform other duties as directed.

Key Accountabilities

Leadership

- Provide leadership, consultation and support to a multidisciplinary team operating within a Youth Justice Custodial Precinct (YJCP) regarding site specific operational and clinical governance.
- Engage in regular communication and consultations with key stakeholders to ensure timely, efficient and accurate information is relayed to youth justice and other service providers within the precinct and that processes and procedures are regularly reviewed to ensure efficiency and accuracy in reporting.
- Manage staff/site coverage and service caseloads in terms of referral triage and allocations. Attendance at site specific meetings and case conferences to support your staffing team and ensure appropriate service delivery.
- Oversee and support clinician practice (clinical/operational), workloads and transition support as provided to young people exiting the custodial setting. Support staff to access and engage in training and professional development.
- Ensure that all staff within their team have a comprehensive orientation experience and ongoing support re: processes, procedures and within professional and educational domains to carry out their role in a safe manner within the YJCP, but also within PYMHWS.
- Provide oversight of all site specific OH&S reporting and associated discussions/consultation via meeting attendance and recording of relevant data.

Clinical Care and Case Management

- Hold a defined case load. Conduct mental health assessments, formulate treatment plans, and provide psychological treatment, crisis intervention, family support, and systems containment for young people in need of immediate care and their families.
- Ensure smooth transitions from custody to community services by providing effective referral pathways and coordinating age-appropriate mental health care plans with other health and custodial services.
- Transition support may also include providing direct client services whilst the young person transitions between the custodial and community environment.
- Support and consult with primary health service staff, Youth Justice staff, and other relevant community services in managing and treating young people experiencing mental illness, including treatment reviews, diagnostic clarifications and secondary consultations.

- Deliver clinical care that aligns with PYMHWS's client-focused, accessible, and evidence-based standards, ensuring it is culturally safe, trauma-informed, and responsive to the diverse needs of all young people and families, including those from LGBTQ+, Aboriginal and Torres Strait Islander, and multicultural and multifaith diverse populations.
- Manage and mitigate clinical risks by actively implementing risk reduction strategies and maintaining high standards of care.

Stakeholder Engagement & Advocacy

- Establish and maintain strong partnerships with key agencies, community groups, and service providers through consultation, liaison, and collaborative projects, including but not limited to AOD services, Youth Justice, and primary care providers.
- Represent, promote, and advocate for the development of forensic youth mental health services (FYMHS) and integrated care within the organisation (PYMHWS).
- Collaborate with case managers, consumers, and their families to support mental health care, including participation and/or leadership in clinical review meetings, case conferences, and reintegration planning.
- Communicate effectively with the Youth Parole Board and the Court as required, providing necessary updates and information.
- Lead OH & S and safety initiatives, ensure staff receive regular feedback and professional development, and work collaboratively across teams within the organisation and with relevant stakeholders.

Staff Development and Support

- Ensure training needs of direct reports are identified and undertaken alongside developing the capabilities of Youth Justice and Primary Health Service staff working with young people experiencing mental illness where appropriate.
- Offer supervision and professional development to multidisciplinary teams, ensuring the application of evidence-based mental health practices.
- Create a psychologically safe work environment where everyone feels safe to speak up for safety, our values and wellbeing. Prioritise wellbeing and ensure safe work practices are developed and adhered to in your area. Take reasonable care of your safety and wellbeing, and that of others.
- Collaboratively contribute to the design and delivery of forensic youth mental health training packages across primary and tertiary care services.
- Work collaboratively with colleagues across all of PYMHWS and Orygen and ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to a culture of caring, teamwork, continuous improvement, and safety, while ensuring constructive performance reviews and adherence to organisational values.

Quality Improvement & Research

- Participate in quality improvement initiatives and FYMHS/organisation-wide service enhancement and planning activities to ensure the ongoing development of the service.
- Monitor and achieve relevant KPIs and targets and operate within their allocated budget. Support recruitment and departmental planning activities as required.
- Facilitate research and evaluation to expand the evidence base in forensic youth mental health and disseminate relevant research outcomes.
- Engage in quality management, accreditation, and professional development initiatives to maintain high standards.
- Contribute to the enhancement of administrative processes and the application of new technology as needed.

- Identify areas for improvement in care delivery through audits, incident reviews (Riskman), and staff feedback, and implement necessary improvements.

Compliance, Safety and Cultural Sensitivity

- Ensure the timely completion of client documentation, including outcome measures, progress notes, discharge summaries, and contacts in line with all associated legislation.
- 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.
- It is expected that the incumbent will work in a culturally safe and sensitive manner with all Aboriginal children, young people and their families under the Youth Justice “Strategic Plan (2020 – 2030)”, the “Aboriginal Youth Justice Strategy (Wirkara Kulpa)” and the “Aboriginal Justice Agreement (Burra Lotjpa Dungaludja)”.

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

- PYMHWS Clinical Director – Acute, Admitted Care & FYMHS.
- PYMWHS Operations Managers.
- FYMHS Leadership; Clinical Stream Lead and Medical Lead.
- Custodial FYMHS team.
- Community FYMHS team.
- PYWMHS Continuing Care Team (CCT) Region Coordinators.
- PYWMHS Acute and Admitted Care teams including the Inpatient Unit (ICA East).
- PYMHWS Leadership.
- PYMHWS Administration staff.
- PYMHWS Service/Unit/Team managers, clinicians and subject matter experts.
- PYMHWS Workforce.

External Stakeholders

- Western Health
- Royal Melbourne Hospital (RMH)
- Orygen
- Department of Health (DoH), Victoria
- Department of Justice and Community Safety (DJCS)
- Justice Health (JH)
- Custodial Primary Health Service (PHS) providers
- Youth Parole Board (YPB)
- Forensicare
- Children's Court of Victoria (CCV)
- National Disability Insurance Scheme (NDIS)
- Key stakeholders as required (Child Protection, AOD services, Housing and Legal)
- Other Tertiary Mental Health Providers (AMHS/CAMHS/CYMHWS)
- External vendors
- Other Youth Mental Health Services (headspace centres) and private 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 as a Clinical, Forensic or Clinical Neuro Psychologist with the Psychology Board of Australia
- Masters or Doctoral qualification in Clinical, Neuro or Forensic Psychology
- Approved supervisor with the Psychology Board of Australia (AHPRA)

Essential:

- Minimum experience in accordance with EBA requirements for this leadership position, preferably including a minimum of 5 years' experience in the application of clinical practice in the mental health field and specifically with young people experiencing mental health disorders.
- Clinical experience and skills in engaging and working collaboratively with young people and their families/carers in a mental health setting and expertise in providing case management.
- Demonstrated experience at a senior clinician/clinical coordinator or clinical experience within an autonomous role.
- Capacity to develop effective working relationships, collaborations and partnerships with a range of services within the broader community service system.
- A sound knowledge of the youth justice and/or criminal justice system and other relevant community based forensic services.
- Ability to work collaboratively and effectively with young people and their families/carers, multidisciplinary teams and CAMHS/CYMHS services with evidence of sound conflict resolution skills.
- Commitment to the development of integrated clinical research within the service.
- Understanding of the Child, Youth & Families Act (CYFA) 2005 which is the principal legislation for the youth justice service.
- Understanding of the Mental Health and Wellbeing Act 2022, Health Records Act 2001, Privacy Act (1998), Child Wellbeing and Safety Act (2005), Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 and other Acts/ legislation relevant to working with young people in a mental health setting (i.e Sentencing Act, 1991).
- Understanding and acceptance of the Child Safe Standards (2022) and Reportable Conduct Scheme
- 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.
- Knowledge of the rationale and evidence for early intervention in mental illness.
- Ability to participate in policy and service development within the program and in continuous quality improvement through ongoing evaluation of services delivered to clients.
- Demonstrated knowledge of relevant guidelines, plans and strategies related to the mental health service system (e.g. Victorian Mental Health Reform Strategy, National Standards for Mental Health Services).
- Ability to develop, implement and evaluate integrated client-centred individual service plans, risk assessments and diagnostic formulations.

- A commitment to ongoing professional development through access to current literature, continuing education, supervision and attendance at seminars conferences.
- 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.
- Willingness to work from a community-based site and across multiple sites if required.
- A current and valid Victorian driver's licence and Working with Children check.
- PYMHWS will organise a Police Check prior to commencement of employment.
- Ability to participate in policy and service development within the program and in continuous quality improvement through ongoing evaluation of services delivered to clients.

Desirable:

- A strong working knowledge of community-based organisations and human services organisations.
- Clinical experience working within Department of Justice, Forensic Psychiatry or Youth Forensic Services.
- A strong and demonstrated commitment to ongoing professional development. Maintains knowledge through access to current literature, continuing education, supervision and attendance at seminars conferences etc.
- According to professional qualifications: Demonstrated evidence of membership or Annual Continuing Professional Development as outlined by appropriate Professional Body (NWBA, OTA, AASW, APS); MAASW (Acc).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.
- According to professional qualifications: Demonstrated evidence of membership or Annual Continuing Professional Development as outlined by appropriate Professional Body (NBA, OTA, AASW, APS); MAASW (Acc) or AASW Accredited Mental Health Social Worker status or OT Australia Accredited Occupational Therapy status (AccOT).

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)

/ /
Date