

POSITION DESCRIPTION

Position Title:	Clinical Team Leader – Bed Access Coordinator
Service:	Parkville Youth Mental Health and Wellbeing Service (PYMHWS)
Location:	PYMHWS Inpatient Unit – New Footscray Hospital
Reports To:	Nurse Unit Manager
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024–2028
Classification:	Registered Psychiatric Nurse Grade 5 (NP51)
Immunisation Risk Category:	Category A
Date of Review:	August 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 built exclusively 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 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

Forming a part of the PYMHWS Acute Services, the PYMHWS Inpatient Unit (IPU) is a 16-bed low dependency area and a further three beds (ICA – West) for targeted specialised service delivery for young people with complex mental health and psychosocial needs. Our unit adheres to a philosophy of least restrictive practice, that is recovery focussed and young person centred.

ICA – East is a specialised service within the PYMHWS IPU, designed to provide targeted treatment for young people aged 18–24 who are under the care of Youth Justice. Young people admitted to ICA – East are treated under the MHWA 2022 Secure Treatment Order. Care provision in the ICA East is provided in collaboration with security personnel.

Like ICA – West, ICA – East operates as a locked unit, with monitoring conducted at a minimum of every 15 minutes to ensure safety and therapeutic engagement. The service delivers specialised group programs and individual interventions tailored to the unique needs of this cohort.

Referrals to ICA – East are received from Parkville Youth Justice Centre and Cherry Creek Youth Detention Centre, with a focus on supporting young people through stabilisation, recovery, and transition planning.

The IPU is located within the New Footscray Hospital on Level 4. PYMHWS has an ongoing commitment to improve service accessibility and the development of new sites across the catchment area.

Position Summary

The Clinical Team Leader is a senior member of the Inpatient Unit (IPU) leadership team, working closely with the Nurse Unit Manager (NUM) to provide clinical, operational and professional leadership, and acting in the NUM role during periods of leave. The position supports the delivery of safe, high-quality, recovery-oriented and trauma-informed care, while promoting clinical excellence, workforce development and continuous quality improvement.

The role is responsible for coordinating patient flow, managing inpatient bed access and capacity, and facilitating timely admissions, transfers and discharges.

The Clinical Team Leader plays a key role in coordinating the repatriation of young people admitted outside their catchment area, liaising with external health services to support timely and safe transfers of care. The position also maintains strong partnerships with the forensic mental health sector, coordinating admissions for young people subject to Secure Treatment Orders (STOs) and supporting interagency care planning and risk management.

Extensive knowledge of the Mental Health and Wellbeing Act 2022 is required to support bed access decisions, statutory processes and legislative compliance.

The role will provide oversight of workforce planning and roster management to ensure alignment of staffing resources with patient acuity, bed capacity, service demand and organisational objectives, while supporting staff wellbeing and operational efficiency.

Key Accountabilities

Clinical Care & Therapeutic Practice

- Provide clinical and operational leadership for inpatient bed access, patient flow and service capacity management across the Inpatient Unit (IPU).
- Coordinate and prioritise referrals, admissions, transfers and discharges to ensure timely access to inpatient care and efficient utilisation of available beds.
- Undertake clinical review of admission requests, balancing clinical urgency, risk, legislative requirements and service capacity to support safe and equitable access decisions.
- Lead the coordination of complex admissions, including young people presenting with high-acuity mental health needs, forensic involvement or significant risk concerns.
- Liaise with Community Mental Health Teams, Psychiatric Triage, Emergency Departments, Consultation-Liaison services and inpatient services to facilitate timely admission pathways and continuity of care.
- Coordinate the repatriation of young people admitted outside their local catchment area, ensuring safe, timely and clinically appropriate transfers.
- Develop and maintain collaborative working relationships with external hospitals and mental health services to support access, transfers and discharge planning.
- Work closely with the Nurse Unit Manager (NUM), Consultant Psychiatrists and multidisciplinary teams to manage current and anticipated bed demand and service pressures.
- Provide expert advice and support regarding the admission and management of young people subject to forensic pathways, including Secure Treatment Orders (STOs).

Collaborative & Culturally Safe Practice

- Collaborate with the IPU leadership team to promote a positive, psychologically safe and high-performing workplace culture.
- Actively contribute as a member of the senior leadership team, working closely with the NUM, Clinical Nurse Consultant (CNC), Allied Health Senior and Clinical Nurse Educator (CNE).
- Provide clinical consultation, leadership and support to nursing, medical and allied health staff regarding complex admissions, patient flow and legislative requirements.
- Foster strong partnerships with Community Mental Health Teams, forensic services, external hospitals and key stakeholders to support integrated care and seamless transitions across the service system.
- Support staff wellbeing and contribute to strategies that minimise occupational violence and aggression risks associated with acute mental health presentations.
- Participate in clinical supervision, performance development and professional development activities, while supporting the learning and development needs of other staff.
- Contribute to service planning, quality improvement initiatives, risk management activities and achievement of key performance indicators.

Mental Health and Wellbeing Act 2022 Compliance

- Maintain advanced knowledge of the Mental Health and Wellbeing Act 2022 (Victoria) and provide expert guidance to staff regarding legislative requirements, consumer rights and supported decision-making principles.
- Ensure compliance with statutory processes relating to Assessment Orders, Temporary Treatment Orders, Treatment Orders, Secure Treatment Orders and other compulsory treatment pathways.
- Oversee and support the completion of required documentation associated with involuntary treatment, admissions, transfers and discharge processes.

- Liaise with authorised psychiatrists, legal representatives, the forensic sector and external stakeholders to ensure legislative obligations are met.
- Monitor compliance with organisational policies, clinical governance requirements and relevant legislative frameworks, including the Mental Health and Wellbeing Act 2022, Privacy Act and Children, Youth and Families Act 2005.

Communication & Documentation Standards

- Model best practice communication by ensuring handovers, referrals and clinical discussions are accurate, timely, concise and recovery oriented.
- Facilitate clear communication pathways between inpatient teams, community teams, emergency departments, external hospitals, forensic services and senior management.
- Provide leadership in coordinating complex care transitions, admissions, transfers and repatriations through effective stakeholder engagement and information sharing.
- Participate in operational meetings, clinical review meetings, bed management discussions and service planning forums.
- Maintain high standards of clinical and operational documentation that are accurate, timely, compliant with legislative requirements and support continuity of care.
- Ensure all admission, transfer and bed management decisions are clearly documented and communicated to relevant stakeholders.

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

- IPU NUM and Medical Lead
- IPU Leadership
- Associate Nurse Unit Managers
- Custodial and Community FYMHS teams
- Discipline Senior Nurse
- Director of Nursing (PYMHWS & RMH)
- PYMHWS Workforce

External Stakeholders

- Orygen
 - New Footscray Hospital partners: Western Health, Compass (Security), Plenary, Honeywell
 - Youth Justice staff (Custody and Community), Department of Justice and Community Safety (DJCS)
 - RMH, Northern Health, Western Health, Mercy Health
 - Area Mental Health Services
 - Independent Mental Health Advocacy (IMHA)
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Key Selection Criteria

Formal Qualifications:

- Bachelor's degree in Psychiatric/Mental Health Nursing or equivalent, or bachelor's degree in nursing.
- Postgraduate Diploma or Master's degree in Psychiatric/Mental Health Nursing.
- Registration as a Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.

Essential:

Clinical Expertise

- Demonstrated expert-level mental health nursing knowledge and experience in working with young people experiencing complex mental health presentations, including co-occurring AOD issues, neurodevelopmental disorders and disability.
- Experience acting in senior nursing leadership positions, including Team Leader, Associate Nurse Unit Manager, Clinical Nurse Consultant, Nurse Unit Manager or equivalent roles within acute mental health services.

Bed Access & Operations

- Demonstrated experience managing patient flow, inpatient bed access, complex admissions and service coordination within acute mental health services.

- Demonstrated experience coordinating Secure Treatment Order admissions, forensic admissions and referrals, and other legislatively complex admission pathways.

Stakeholder Management

- Demonstrated experience working collaboratively across community, emergency, inpatient, forensic and external health services to support admissions, transfers and continuity of care.

Leadership & Stakeholder Engagement

- Demonstrated clinical leadership and the ability to provide expert consultation and guidance to multidisciplinary teams.
- Advanced communication, negotiation and stakeholder engagement skills, with the ability to influence outcomes across complex service systems.
- Demonstrated experience in workforce planning, roster oversight and deployment of staffing resources to meet clinical and operational demands.

MHWA 2022

- Extensive knowledge and demonstrated application of the Mental Health and Wellbeing Act 2022, including statutory processes, supported decision-making principles and documentation requirements.

Problem Solving

- Demonstrated high-level clinical judgement, decision-making and problem-solving skills in managing complex presentations, competing priorities and operational demands.

Recovery-Oriented Practice

- Demonstrated commitment to recovery-oriented, family-inclusive, trauma-informed and culturally safe practice.

Legislative and Professional Practice

- Demonstrated knowledge and application of relevant legislative and regulatory frameworks, including the Children, Youth and Families Act 2005, Privacy legislation and other professional and practice requirements applicable to youth mental health services.

Quality, Governance and Improvement

- Demonstrated ability to contribute to service improvement, clinical governance, risk management and operational initiatives that support safe and effective service delivery.
- A commitment to personal development around clinical practice maturity and resilience.

Desirable:

- Demonstrated knowledge and experience in the application of contemporary therapeutic approaches relevant to acute youth mental health settings, including Solution Focused Therapy, Sensory Modulation, Acceptance and Commitment Therapy (ACT), Trauma-Informed Care and other evidence-based interventions.
- Demonstrated ability to establish operational objectives, influence stakeholders, monitor performance outcomes and report progress against agreed service priorities and key performance indicators.
- Experience managing complex admissions, inter-hospital transfers, repatriations and access pathways within a specialist mental health service.
- Demonstrated understanding of the broader Victorian mental health service system and experience working collaboratively across inpatient, community, forensic and emergency care settings.
- Experience contributing to service development, quality improvement, policy development, clinical governance or implementation of service reform initiatives.

- Experience in research, quality improvement, publication or presenting at professional forums, conferences or educational events.
- A Diploma, Graduate Certificate, Graduate Diploma or other tertiary qualification in Leadership, Management or Health Service Administration.
- Credentialing, advanced training or demonstrated expertise in clinical supervision, leadership development, trauma-informed practice, sensory modulation or occupational violence prevention and response.

Key Performance Indicators / Success Measures

Your performance will be measured through your successful:

- Demonstration of PYMHWS values
- Achievement of portfolio specific KPI targets (set as part of annual performance process)
- 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

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