

## POSITION DESCRIPTION

<b>Position Title:</b>	Families Where a Parent has a Mental Illness (FaPMI) Co-ordinator - Mental Health & Wellbeing Specialist Services
<b>Award Classification:</b>	Registered Nurse Grade 4 Occupational Therapist Grade 3 Social Worker Grade 3 Psychologist Grade 3
<b>Award / Agreement Name:</b>	Victorian Public Mental Health Services Enterprise Agreement 2021 – 2024 Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Operational: Service Manager, Mental Health & Wellbeing Specialist Services Professional: Director of Nursing or OT/SW/Psychology Clinical Lead Clinical: Consultant Psychiatrist Mental Health & Wellbeing Specialist Services

### 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.



## 1. POSITION PURPOSE

The aim of the Eastern Health Families Where a Parent has a Mental Illness (FaPMI) co-ordinator, as per the Victorian Government FaPMI Program, is to co-ordinate FaPMI activity within the eastern metropolitan region of Melbourne; and to enhance the capacity of services to assist families through partnerships between sectors and services, group program development and implementation, workforce and resource development and whole of community education.

The FaPMI co-ordinator will facilitate the implementation of practice standards for working with Families where a Parent has a Mental Illness and improve service's ability to support Families where a Parent has a Mental Illness at critical points in care and across the family life cycle.

The FaPMI Strategy as background to the current FaPMI Program Guideline is available via the Department of Health and Human Services website:

<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/Families%20where%20a%20parent%20has%20a%20mental%20illness%20A%20service%20development%20strategy>

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

At Eastern Health, the FaPMI Team Co-ordinators work together to facilitate the implementation of the FaPMI Strategy in the eastern metropolitan region. They receive line management and day to day project supervisory support from the Manager Mental Health & Wellbeing Specialist Services who reports to the Mental Health Executive through the Associate Program Director, Adult Community Mental Health and Wellbeing Program.

The FaPMI Co-ordinators are required to work in collaboration with other FaPMI coordinators on state-wide activities through work groups under the direction of the State-wide FaPMI Management Committee of which the FaPMI statewide coordinator is a member. Annual written reports are sent to FaPMI State-wide Coordinator for consolidation and analysis to inform the Department of Health and Human Services (DHHS).

Eastern Health Mental Health Program has adopted a model across the levels of leadership that endorses the collaborative partnerships of medical and operational leaders. At an Adult Mental Health Program level this is modelled by the Associate Program Directors and Clinical Heads. At a Service level this is modelled by Service Managers and Consultant Psychiatrists.

The FaPMI Co-ordinators reports to the Manager and the Lead Consultant Psychiatrist for Mental Health & Wellbeing Specialist Services, which sits alongside the Forensic Clinical Specialist Service (FCS), the Eastern Dual Diagnosis Service (EDDS), Personality Disorder Service, the Mental Health Social and Emotional Wellbeing Team (MH SEWBT) and the Family Violence Service.

### KEY RELATIONSHIPS:

This position will adopt a comprehensive approach in promoting the mental health, well-being and recovery of families where a parent has a mental illness. The FaPMI Coordinators will have a significant role to play in developing strong relationships with key stakeholders in the region who work with children, youth and families and in contributing to the professional development needs of the relevant service providers.

In particular, the FaPMI Co-ordinators will facilitate and support the development of formal local Agreements/Memoranda of Understanding which clearly articulates the relationship between Child FIRST and the Integrated Family Service Alliances, Alcohol and Other Drugs (AOD) service providers and the Specialist Mental Health services (Clinical and MHCSS) in relation to the implementation of the FaPMI Program in keeping with the state-wide guidelines.

The Eastern Metropolitan Region FaPMI Coordinators will work together with other regional FaPMI Coordinators in state-wide working groups, the FaPMI State-wide Coordinator and the National COPMI project.

The regional FaPMI Coordinators will also need to work in partnership with relevant organisations who advocate for consumer and carer participation and with key consumer and carer representatives.

### **3. 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 Compensation (WIRC) Act 2013.

### **4. 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.

### **5. 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 centred 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>	Families Where a Parent has a Mental Illness (FaPMI) Co-ordinator - Mental Health & Wellbeing Specialist Services
<b>Award Classification:</b>	Registered Nurse Grade 4 Occupational Therapist Grade 3 Social Worker Grade 3 Psychologist Grade 3
<b>Award / Agreement Name:</b>	Victorian Public Mental Health Services Enterprise Agreement 2021 – 2024 Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Operational: Service Manager, Mental Health & Wellbeing Specialist Services through Team Leader Professional: Director of Nursing or OT/SW/Psychology Clinical Lead Clinical: Consultant Psychiatrist

### Essential – qualifications and experience

- Registration with AHPRA as a registered nurse and appropriate qualifications in Psychiatric Nursing.
  - Minimum of 5 years varied experience in psychiatric nursing in a range of settings including the community and post-graduate qualification relevant to mental health nursing or completion of specialist undergraduate mental health nursing program (or a specialist post basic course of training which lead to registration as a Division 3 nurse under the Nurses Board of Victoria).
- or
- Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency.
  - Minimum 5 years' experience as a registered Occupational Therapist
- or
- Holds a degree qualification in Social Work that has been approved by the Australian Association of Social Workers 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.
  - Minimum 5 years' experience as a social worker
- or
- 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 Approved Area of Practice of Clinical Psychology.  
Hold approved Supervisor status with AHPRA
  - Minimum 5 years' experience as a registered clinical psychologist

## **Essential – all disciplines**

### **Experience and skills**

- Demonstrated experience in working with adults who are parents who have experienced mental illness, and their families.
- Highly developed ability to provide professional leadership and engage in strategic planning for issues relating to families, children and carers.
- Experience in, and knowledge of, the adult, child and adolescent mental health field and associated health and welfare services, including understanding of the developmental needs of children 0-18 years.
- Demonstrated understanding of capacity building and understanding of system change and implementation.
- Experience in policy/procedure development.
- Ability to design and deliver professional development activities and training to a range of organisations.
- Experience in working closely with peer workers with lived experience of mental illness (carer or consumer).
- Demonstrated experience in providing consultation to a range of service providers and experience in collaboration with community based agencies, consumers and carers.
- Sound knowledge of the relevant legislation, strategic documents and recovery oriented practice pertaining to working in mental health and with children, youth and families.
- Demonstrated ability to work both independently and interdependently as a member of a multi-disciplinary team.
- Experience in professional supervision of students and staff and demonstrated commitment to ongoing supervised practice.
- Excellent communication and interpersonal skills.
- Compliance with the relevant discipline code of ethics and legal requirements.
- Demonstrated commitment to ongoing professional development.

### **Highly Desirable**

- Excellent presentation and public speaking skills.
- Experience and training with research design, implementation procedures and statistical analysis.
- Computer skills commensurate with writing reports, developing presentations, and data management.
- It will be an advantage if the applicant can provide evidence of the following criteria:
  - i. Commitment to ongoing professional development in the research, clinical and service development domains
  - ii. Proven expertise in obtaining grant monies

### **Personal Attributes**

- Exhibits behaviour which reflects Eastern Health values
- Promotes and contributes to a supportive and engaged team environment
- Commits to providing a safe environment for all
- Respectful, collaborative and kind

**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)

## NURSING SPECIFIC INFORMATION

### NURSING & MIDWIFERY DOMAINS OF PRACTICE

The **Nursing Midwifery Domains of Practice** resource has been developed by the Eastern Health Nursing Midwifery Executive using the domains of nursing as identified by Ackerman et al. (1996)(1) and the National Common Health Capability Resource (2013). Its aim is to support the individual clinician by promoting common behaviours and skills which comprise and represent the complex role of nursing and midwifery.

There are five domains of practice which are considered integral components of the role of all Eastern Health nurses and midwives; comprehensive patient care, support of systems, education, research and professional leadership. (see summary at Table 2)

Recognising that the level of skills acquisition will be dependent on nurses and midwives' specific roles and experience, the domains have been referenced to the 'novice to expert' skills acquisition model first developed by Dreyfus(2) and adapted for nursing by Benner.(3)

Behaviours are specified at five different levels, and reflect an increasing degree of autonomy, complexity, awareness and activity being performed.

Table 1: Summary of Behaviour Levels

Novice	Advanced Beginner	Competent	Proficient	Expert
Works within a <b>known and stable context</b> , consulting when abnormalities arise <b>before taking action</b>	Works within a <b>known and stable context</b> , consulting when abnormalities arise	Acts <b>independently</b> in routine situations within scope, and responds to <b>known dilemmas</b>	Acts independently in <b>complex situations</b> within scope, and responds to <b>unknown dilemmas</b>	<b>Provide vision and direction</b> and shape and implement strategies and initiatives that <b>enable others</b> to perform as required

Levels do not equate to roles or hierarchy within the workforce. Instead, the levels reflect what level of behavioural skill is required to achieve the desired care goals or outcomes in a given situation.

Levels should be treated as cumulative, meaning that behavioural indicators at subsequent levels in the scale should be read in conjunction with the behaviours specified at any lower level.

Some levels may serve as an aspirational standard in some instances, rather than accurately reflecting behaviours of current practice. Where a gap exists between current and future practice behavioural skill requirements, there should be aspiration to meet the standard specified to enhance or effectively meet individual and community health needs.

Table 2: Domains of Practice

Domains of Practice				
Direct comprehensive care	Support of systems	Education	Research	Professional leadership
<ul style="list-style-type: none"> <li>• Patient history</li> <li>• Patient assessment</li> <li>• Perform and deliver care</li> <li>• Monitor &amp; Evaluate Care</li> </ul>	<ul style="list-style-type: none"> <li>• Planning for the Future</li> <li>• Safety and Quality</li> <li>• Recruitment &amp; Retention</li> </ul>	<ul style="list-style-type: none"> <li>• Education of patients &amp; families, relationship building</li> <li>• Own professional education</li> <li>• Professional education of others</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of research evidence relevant to area of practice</li> <li>• Involvement and dissemination of research</li> </ul>	<ul style="list-style-type: none"> <li>• Professional conduct</li> <li>• Accountability</li> </ul>