



POSITION DESCRIPTION

Position Title:	Perinatal Emotional Health Service – Intake Worker
Award Classification:	Grade 3 Clinical Psychologist, Grade 4 Occupational Therapist/Social Worker/Registered Psychiatric Nurse
Award / Agreement Name:	Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2021-2025) Victorian Public Mental Health Services Enterprise Agreement 2025 - 2028
Position Reports to:	Operationally: Perinatal Emotional Health Service Team Leader Professionally: Clinical lead dependent on discipline

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.

Eastern Health’s Mental Health and Wellbeing Program provides Tertiary mental health across the Eastern Metropolitan Region of Melbourne with two age-based streams – Infant, Child and Youth & Adult and Older Persons. Fundamental to the Mental Health and Wellbeing Program, are the principles of recovery oriented mental health practice.

The Infant, Child and Youth Mental Health Service (ICYMHS), part of the Mental Health and Wellbeing Program at Eastern Health, provides a comprehensive range of inpatient, community based multidisciplinary teams for infants, children and young people up to the age of 25 years and experiencing significant mental health or emotional, behavioural and/or developmental challenges, and their families and women experiencing perinatal emotional health difficulties.

Our promise

Healthier together



1. POSITION PURPOSE

The Perinatal Emotional Health Service located in Box Hill aims to improve the identification of women in the antenatal and post-partum period with mental health difficulties, improve referral and treatment pathways between hospital and primary/community health services and clinical mental health services, provide evidence-based accessible care for women and their infants, and strengthen capacity of the health workforce to support women at risk of perinatal mental illness, their carers/partners and families. The team consists of a team leader, consultant psychiatrist, mental health clinicians, clinical midwife consultants and a Lived Experience Worker.

The purpose of the Intake Worker role is to provide screening and assertive follow up of women identified as at risk of, or experiencing perinatal mental health problems. Provide secondary consultation to healthcare workers about perinatal mental health, including midwives and maternal and child health nurses to support the identification of, and management of mental health problems in the perinatal period. Liaise with other healthcare providers to support the transition between antenatal and postnatal care

Additional to the above duties, the Intake Worker (mental health clinician) will carry a small caseload, providing mental health assessment and treatment.

The position is supported by clinical and operational supervision, ongoing professional development, and active participation in team and service planning and development. The Intake Worker will report directly to the PEHS Team Leader, who in turn reports to the Operations Manager for operational management and financial governance.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Undertake high-quality screening and triage assessment of referred women
- Presentation of triage assessment to the perinatal intake meeting and provide follow up with women and referrers as per the intake outcomes
- Provision of secondary consultation to healthcare workers about perinatal mental health, including midwives and maternal and child health nurses to support the identification of, and management of mental health problems in the perinatal period
- Will work collaboratively with the PEHS Team Leader and PEHS Consultant to improve screening and referral processes for women in the perinatal period.
- Liaise with both internal and external service providers to ensure the high quality service to women in the perinatal period
- Contribute to professional development for teams within Eastern Health, and external service providers
- Meet Key performance Indicators, including ambulatory contact targets and outcome measurements,
- Have a sound working knowledge of relevant standards, policies, frameworks and strategies related to the Mental Health and with particular relevance to Infant, Child and Youth Mental Health (including National Mental Health Standards, National Framework for Recovery Oriented Mental Health Services, Child Safe Standards)
- Adhere to and comply with relevant legislation including the Mental Health Act 2022, Children, Youth and Families Act 2005, Family Violence Protection Act 2008, the Charter for Human Rights and Responsibilities Act 2006, the Health Records Act 2001, Privacy and Data Protection Act 2014
- Demonstration of relevant family violence practice according to allocated responsibility level in the mental health program workforce mapping tool. This aligns with the Multi-Agency Risk assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVIS) and Child Information Sharing Scheme (CISS) legislative requirements and related Eastern Health guidelines
- Maintain accurate, contemporaneous, timely electronic file notes and other clinical documentation and complete appropriate and timely service statistics.
- Other duties as directed by the Team Leader or manager, for the efficient and effective running of the service
- Leadership responsibilities as required, including acting in the Team Leader role.
- Contribution to a positive team culture and support of team members

- Supervision, mentoring, and clinical support for students, graduates, and junior staff as directed.
- Depending on discipline, to manage a small case load of clients for brief intervention

The Intake Worker will work within the professional standards, codes and behaviours that are legislated through the discipline guidelines other relevant professional bodies and in line with Eastern Health Policy, Standards and Practice Guidelines.

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 Compensations (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**

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Essential

The successful applicant will have a minimum of 5 years' clinical experience in public tertiary mental health or perinatal emotional health alongside one of the following qualifications:

Occupational Therapist:

- Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency
- A minimum of at least 5 years' experience as a qualified/fully registered occupational therapist

Social Work:

- Holds a degree qualification in Social Work that has been approved by the Australian Association of Social Workers (AASW) 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. Accreditation as a Mental Health Social worker is an advantage
- A minimum of at least 5 years' experience as a qualified/fully registered Social Worker

Registered Nursing:

- Registered as a Nurse with the Australian Health Practitioner Regulation Authority with approved/endorsed postgraduate qualifications in Psychiatric Nursing.
- Minimum of four years post qualification clinical experience in public mental health

Clinical Psychologist:

- 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 the Approved Area of Practice of Clinical Psychology.
- Hold approved Supervisor status with AHPRA.
- A minimum of at least 5 years' experience as a qualified/fully registered psychologist

Desirable

- Experience in perinatal emotional health service provision
- Post-Graduate qualifications in Mental Health, for example, Family Therapy, Infant Mental Health

Knowledge and Skills:

- Substantive clinical experience in public mental health or perinatal emotional health This includes experience in screening and assessment of mental health in the perinatal period.
- Experience providing culturally sensitive, trauma-informed mental health care.
- Ability to assess and respond to family violence risk, complete MARAM assessments, and liaise with Child Protection where there are concerns for an infant of a PEHS consumer.
- Demonstrated experience in providing specialist primary and secondary consultation, advice, and support to primary and community health services

- Sound knowledge of relevant legislation and frameworks supporting recovery-oriented practice in mental health, particularly in the perinatal context.
- Demonstrated experience in providing and participating in clinical supervision.
- Demonstrated ability to work both independently and collaboratively within a multidisciplinary team, including strong conflict resolution skills.
- Willingness to contribute to senior leadership within the team, including acting in the Team Leader role when required.
- Ability to develop and maintain strong interagency relationships, ensuring timely and accurate information sharing across services.
- High-level computer skills in word processing, record keeping, data analysis, and communication.
- Demonstrates high performance standards for self and others.
- Ability to meet defined timelines, KPIs, and project requirements.
- Current Victorian driver's licence.
- Required to undergo a National Criminal History Check.
- Required to hold a current Working with Children Check (employee status).
- Demonstrated understanding of Eastern Health's values and commitment to upholding them.
- Commitment to completing mandatory iLearn training annually.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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