



POSITION DESCRIPTION

Position Title:	Team Leader, Box Hill Community Team, Infant Child and Youth Mental Health Service 1.0 EFT
Award Classification:	Grade 4 Psychologist, Grade 5 Social Work and Occupational Therapist, Grade 5 Psychiatric Nurse
Award / Agreement Name:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025. Victorian Public Mental Health Services Enterprise Agreement 2025-2028
Position Reports to:	Operational Report: Stream Manager Infant Child and Youth Mental Health Service Professional report: Allied Health Program Senior Mental Health Program (dependent on discipline) or Director of Nursing

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. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.

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 and 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.

Our promise

Healthier together



1. POSITION PURPOSE

The Team Leader, Box Hill Community Team, working in collaboration with the Team Consultant Psychiatrist, will provide day to day clinical and operational leadership of the Box Hill Community Team, ensuring delivery of high quality, evidence based clinical care, including the provision of a range of evidence based specialist interventions to assist individual children, young people and their families/carers, 4 to 25 years of age, to achieve the highest level of functioning and improved health and wellbeing outcomes.

The Team Leader will actively contribute to the ongoing development and implementation of enhancements to the model of care for infants, children, youth and families, ensuring practice is in line with contemporary, evidenced based mental health models of care and current Victorian State Government initiatives, such as the Recovery Framework and the implementation of recommendations arising from the Royal Commission into Mental Health.

The Team Leader may carry a small clinical caseload, working in partnership with referred children, young people, families/carers and service providers, to provide high quality mental health assessments, case management and clinical interventions. The Team Leader will additionally provide clinical support to the team clinicians through participation as a co-clinician, for example in family therapy, parent therapy, crisis assessment and interventions as required.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Collaboratively work with a small designated caseload of children and young people (aged up to 25 years) and their families, co-clinicians and key stakeholders, providing advanced mental health care practice in assessment, formulation and individualized recovery planning, and multi-modal therapeutic treatment using an evidenced based best practice approach and that is consistent with standards outlined in ICYMHS.
- Participate in, and support conjoint clinical work with team clinicians, for example family therapy, parent therapy, crisis assessment and management, provision of outreach.
- Working under the direction of the stream Manager, provide consistent, high quality and effective clinical and operational leadership of the Box Hill Community team, in keeping with the key objectives and service requirements of ICYMHS.
- Coordinate effective day-to-day operational management of the team including workload allocation in accordance with service policy and procedures.
- Provide day-to-day operational management of clinicians
- Oversee the team's crisis response system ensuring timely and clinically appropriate responses to crisis situations or urgent clinical problems.
- Promote and implement a consumer and family focused team approach to ensure continuous quality improvement and clinical care of a high standard using evidence based best practice for children, young people and their families.
- Ensure the provision of regular clinical and operational supervision, clinical review processes, effective implementation of service development initiatives.
- Lead and develop a positive team environment and culture within the team and service stream.

- In consultation with the stream manager and relevant discipline lead, contribute to the recruitment, selection and induction of staff.
- Complete annual staff appraisals, ensuring appropriate supervision and professional development plans are undertaken in consideration of clinical skills and competencies, and provide both feedback and support to staff in order that they meet agreed staff development goals and exemplify Eastern Health values.
- Actively model and support the maintenance of accurate, contemporaneous, timely electronic file notes and other clinical documentation and participate in quality accountability activities, including audits as directed by the Service Manager
- In consultation with the Stream Manager, identify and address performance related issues of the team.
- Actively support the team's compliance with key performance indicators, including ambulatory contact targets and outcome measurement completion
- 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
- Actively involved in the continual development of evidence-based treatment programs by utilising current research; and promoting and participating in research activities where relevant.
- Actively support the engagement of staff in program/project specific portfolios.
- Actively participate in the provision of professional development within ICYMHS and, in collaboration with the Team Leader Community Education and Secondary Consultation, undertake community education and secondary consultation activities to key health and welfare agencies in the region.
- Participate in regular clinical supervision and professional development to build skills in reflection, collaboration and quality clinical practice.
- Participate in annual performance process and self-development program with the Service Manager as appropriate.
- Comply with mandatory and other identified training requirements specified by Eastern Health and professional bodies and maintain accurate documentation of evidence of this training and professional development undertaken.

- Undertake other duties as directed by the Stream Manager for the efficient and effective running of the service.
- Participate in emergency management processes at Box Hill site

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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 centered 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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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 one of the following qualifications:

Occupational Therapist:

- o Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency
- o A minimum of at least 7 years' experience as a qualified/fully registered occupational therapist / including at least 2 years as a senior clinician

Social Work:

- o 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.
- o Maintains compliance with the AASW Continuing Professional Development Policy in order to meet the Eastern Health Allied Health credentialing standard.
- o A minimum of at least 7 years' experience as a qualified/fully registered Social Worker / including at least 2 years as a senior clinician.

Psychiatric Nursing:

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

Psychologist:

- o Full registration or eligibility for full registration as a Psychologist by the Psychology Board of Australia (PBA).
- o Hold a Masters or Doctoral coursework qualification in Clinical Psychology that has been approved by the Psychology Board of Australia.
- o Registration endorsement or eligibility for endorsement in the Approved Area of Practice of Clinical Psychology.
- o Hold approved Supervisor status with AHPRA.
- o A minimum of at least 10 years' experience as a qualified/fully registered psychologist including at least 2 years as a senior clinician.

Experience:

- o Minimum of four years post qualification clinical experience in Infant Child and Youth public mental health.

Desirable

- Post-Graduate qualifications in Mental Health, Family Therapy, or other Psychotherapies.
- Interest or experience in research and program evaluation.
- Previous experience in leadership positions in Infant Child and Youth Mental Health

Essential Knowledge and Skills:

- Demonstrated ability and experience in clinical leadership and supervision of clinical practice within a multi-disciplinary team.
- Demonstrated ability in providing clinical care and evidence-based interventions for children, adolescents and youth and their families presenting with severe mental illness preferably in a community mental health setting.
- Demonstrated capacity to work in partnership with a consultant psychiatrist in providing leadership and direction for a team.
- A sound working knowledge of the Mental Health Act 2014, the Charter for Human Rights and Responsibilities Act 2006, the Health Records Act 2001, Children Youth and Families Act 2005.
- Highly developed skills and commitment to, working with children, adolescents and young people and their families/carers from a wide range of ethnic and social backgrounds and providing services that are family and gender sensitive.
- Demonstrated ability to work both independently and interdependently as a member of a multidisciplinary team, with evidence of excellent conflict resolution skills.
- Demonstrated commitment to supervised practice and ongoing professional development.
- Compliance with the code of ethics and legal requirements of the profession.
- Demonstrate understanding and work within the principles of recovery oriented mental health practice.
- Highly developed skills in inter-personal communication and multi-disciplinary teamwork.
- High level of computer skills related to word processing, data analysis and communication.
- Current Victorian driver's licence.
- Current Working with Children's Check

- An understanding into Eastern Health's values and a commitment to achieving these

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