



## Position Description

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<b>Position Title</b>	Mental Health Clinician
<b>Division / Team</b>	Client Services / Mental Health Services / MDT
<b>Reports to</b>	Manager of Mental Health Services and Program Lead
<b>Agreement / Award</b>	Dependent on professional registration
<b>Classification</b>	As per contract of employment
<b>EFT / Term</b>	As per contract of employment
<b>Work Location</b>	As per contract of employment
<b>Date Approved</b>	December 2025

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### About Ballarat Community Health

Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

### Our Purpose

Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

### Our Leading Principles

Address health inequity and inequality  
Improve the health and wellbeing of our community  
Have impact and be sustainable

### Values

<b>Respect</b> Valuing other points of view and treating people with respect	<b>Integrity</b> Acting with sincerity and honesty	<b>Courage</b> Strength in the face of challenges
<b>Resilience</b> The ability to be strong in adversity, and bounce back with renewed hope	<b>Responsibility</b> Being reliable and accountable to others	<b>Optimism</b> Focusing on potential and abilities

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### Diversity Statement

Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

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## Position Summary

Ballarat Community Health have an established mental health team that is committed to offering supports in Ballarat and the surrounding community. We encourage collaboration across the broad range of programs available both internally and externally, while continuing to promote a multidisciplinary team approach to client care.

The Mental Health Clinician will be the first contact with new clients which is vital in building rapport with clients who may have experienced significant trauma and have multiple and complex needs. The Mental Health Clinician will offer a broad range of expertise, to aid across a wide spectrum of disorders, including a large focus on complex needs.

The aim of this position is to proactively engage eligible individuals and deliver a mental health service to address their needs, other health issues, and social support needs. The outcomes include improved mental health or symptom stability.

The Mental Health Clinician will function as a member of a dynamic multi-disciplinary, multi-agency team to promote an integrated and holistic service for clients accessing our programs. As the Mental Health Clinician, you are responsible for a range of clinical services, including treatment coordination, intake, mental state examinations, risk assessments, care planning, group work and discharge planning.

This role entails travel to the Wimmera and Goldfields to deliver mental health care in these regions.

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## Principal Areas of Responsibility

- Take a lead role in the triage and intake process to ensure appropriate clients are referred, in partnership with program colleagues and key stakeholders.
- Undertake comprehensive intake assessments, including but not limited to identifying the client's goals, gathering of detailed background information, conducting risk assessments, mental health assessments, and determining the most appropriate treatments required.
- Develop a comprehensive treatment plan to address the client's mental health needs and support in the community. Planning will include case conferences with key stakeholders and a treating General Practitioner to ensure goals and interventions are aligned.
- Networking with external agencies.
- Deliver evidence-based treatment interventions as part of the treatment plan.
- Provide care coordination, including liaison with and referral to other services relevant to the treatment goals (where appropriate), including social supports, community involvement, and physical health needs.
- Encourage and facilitate client, carer, family, and peer worker involvement.
- Foster a collaborative, success-focussed culture with colleagues as part of a multidisciplinary team which operates across different organisations.
- Participate in client outcome evaluation and service development.

## Reporting

- Complete and maintain appropriate clinical records, as per clinical governance guidelines, and statistical reports according to the organisation's policy and funding body standards.
- Ensure all data and other reporting requirements of funding bodies are submitted as required in a timely manner.
- Support the program to achieve performance targets and to effectively measure outcomes.

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## Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.

- Operate autonomously within clinical guidelines and use judgement to make clinical decisions.
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board.
- Continuing education to keep abreast of changes.
- Mental Health workers will work within a strengths based, recovery focused framework.
- Mental Health workers will be guided by the National Standards for Mental Health Services.

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### **Organisational Responsibilities**

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures.
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes.
- Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times.
- Work within professional boundaries and relevant scope of practise at all times.
- Maintain relevant professional registration.
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service.
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field.
- Participate in compulsory BCH training programs.
- Ensure that client and staff confidentiality is respected and upheld at all times.
- Attend and actively participate in meetings as required.
- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values.
- Participate in performance development plans and supervision.
- Participate in the organisation's continuous quality improvement programs and activities.

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### **Qualification requirements**

- Minimum: Bachelor Qualification in one of the following disciplines:
  - Occupational Therapists:
    - B.App Sc (OT), B. Occupational Therapy, or Masters of Occupational Therapy
    - Must be registered under the Australian Health Practitioner Regulation Agency
  - Social Workers:
    - An AASW accredited bachelor's degree that provides eligibility for membership of the Australian Association of Social Workers.
    - Mental Health accredited social worker or working towards AASW CPE accreditation.
  - Psychology
    - A post-graduate degree in Psychology
    - Current registration with Australian Health Practitioner Regulation Agency (AHPRA) as a Psychologist.
  - Nursing
    - Registered as a Division 1 Nurse under the Australian Health Practitioner Regulation Agency (Nursing and Midwifery Board of Australia)
    - Member of the Australian College of Mental Health Nurses.
    - Credentialed Mental Health Nurse.

#### **Desirable:**

- Post Graduate Qualification
  - Experience and Interest Working with Children and Adolescence.
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**Key Selection****Criteria****1. Experience:**

- Previous experience working with complex clients within the Mental Health system- ideally within Rural and Remote areas and in the Child and Adolescence space.
- Excellence in problem solving, managing a busy working life, displaying a strong commitment to self-care and wellness.
- Understanding of current mental health and corrections service systems.
- A strong understanding of and commitment to the social model of health.

**2. Interpersonal Skills:**

- Excellent communication skills; with the ability to speak clearly, listen and consult with others, and adapt communication style to meet the needs of others
- Work alongside leaders within the team, to meet the needs of the team and improve client outcomes.
- Demonstrated ability to engage a diverse range of people using a non-judgemental approach.
- Ability to establish respectful professional relationships that have clear boundaries with clients, staff and partner organisations.
- Strong ability to identify problems, areas of concern, or conflict, and have solutions to solve these problems.

**3. Communication:**

- Effective written communication skills which are clear and concise.
- Excellent standard of communication skills including verbal, written, and listening.

**4. Computer Skills:**

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems.
- Ability to keep all documentation up to date and entered in a timely manner.

**5. Organisational Skills:**

- Ability to prioritise workloads and conflicting tasks and manage deadlines.
- Display excellent adaptability and reliability skills.
- Exceptional level of organizational skills, successfully juggling various components of this role.

**6. Alignment with BCH values:**

- Ability to align with the BCH values in all areas of work.
- A demonstrated commitment to the principles of recovery and self-empowerment.
- Resilience, including the ability to adapt and respond to change and cope with challenges.

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**Conditions of Employment and other relevant information**

- The successful applicant will be required to maintain a current driver's licence.
- BCH strongly supports Equal Opportunity and Access to Services and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
- The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.

- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
  - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
  - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). 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.
  - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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