



Position Description

Position Title	Mental Health Clinician
Division / Team	Client Services / Adult Mental Health
Reports to	Manager Adult Mental Health
Agreement / Award	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2021-2022 OR Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017 OR Victorian Community Health Sector (Audiologists, Dietitians, Pharmacists & Psychologists) Multiemployer Enterprise Agreement 2018-2021 OR Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification	Dependent on qualifications and experience
EFT / Term	Full Time/part time / Fixed Term until 30 th June 2025
Work Location	As per contract of employment
Date Approved	September 2023

About Ballarat Community Health

Ballarat Community Health (BCH) strives for high quality, flexible and responsive service delivery and health promotion with a focus on service monitoring, review and evaluation. BCH provides a broad range of services to the community of Ballarat, with outreach services delivered in the Central Highlands region and beyond. There is a primary emphasis in all service delivery on health promotion and illness prevention. BCH is committed to operating as a values-based organisation and has adopted the below values as key to our work. We seek to demonstrate these values in the way we choose to behave and interact with each other, our clients, partners and the community. Compassion, empathy and empowerment are important behaviours in underpinning these values.

Our Purpose Health and wellbeing for all with a commitment to the most vulnerable.

Our Leading Principles A driven desire to maximise impact and be sustainable.

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

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.

Position Summary

Ballarat Community Health are building our mental health, and integrated or dual diagnosis teams and programs in Ballarat and the surrounding community. It is an exciting time to become involved in the Community Health Sector. We encourage collaboration across the broad range of programs available to our local community. With the recent recommendations from the Royal Commission into Mental Health in Victoria, along with a commitment from our Commonwealth Government, via the Western Victoria Primary Health Network, multiple changes and improvements will continue for Ballarat Community Health.

HeadtoHealth is an initiative of the commonwealth government in response to the impacts of COVID 19 in Victoria, with this funding continuing. The aim of the Program is to address the mental health needs of community members referred to the service through the PHN intake and assessment services. 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. As the Mental Health Clinician, you will be responsible for a range of clinical services, including treatment coordination, intake, mental state examinations, risk assessments, care planning, case management, group work and discharge planning.

Principal Areas of Responsibility

Improve overall health and wellbeing of clients

- Being one of the first points of contact for the program, excellent communication skills, ensuring friendly, welcoming, non-judgemental approach vital
- Flexible approach required, with the ability to problem solve, prioritizing consumers needs necessary
- Undertake a thorough intake assessment, including but not limited to identifying the client's immediate needs
- 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, including social supports, community involvement and physical health needs
- Encourage and facilitate client, carer, family and peer worker involvement
- Support a plan including warm referrals to suitable service providers or agencies
- Foster a collaborative, success-focussed culture with colleagues as part of a multi-disciplinary team which operates across several organisations
- Provide secondary support to other members of the team, including the development of documents as required
- Participate in client outcome evaluation and service development

Reporting

- Complete and maintain appropriate clinical records and statistical reports according to the organisation's policy and funding body standards. All of which is to be done in a contemporaneous manner
 - Ensure all data and other reporting requirements of funding bodies are submitted as required
 - Support the program to achieve performance targets and to effectively measure outcomes
 - Where required, provide material for written reports to the CEO and General Manager Social Support, including contributions for annual and quality of care reports, member newsletters and reports for The Board
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Scope

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

- Qualification in one of the following disciplines:

Occupational Therapy:

- B. App Sc (OT), B. Occupational Therapy, or Master of Occupational Therapy
- Must be registered under the Australian Health Practitioner Regulation Agency

Social Worker:

- 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

Counselling:

- Bachelor of Counselling
- Certificate or Diploma in Counselling

Nursing:

- Registered as a Division 1 or Division 2 Nurse under the Australian Health Practitioner Regulation Agency (Nursing and Midwifery Board of Australia)
Member of Australian College of Mental Health Nurses

Alcohol and Other Drugs

Diploma in AOD or tertiary degree in related human services field and a Cert IV in AOD

- Cert IV in Mental Health

- Covid 19 Vaccination and Boosters as required
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Key Selection

1. Experience:

Criteria

- Demonstrate expert clinical skills across the whole of age spectrum – expertise in child and adolescent mental health desirable
- Ability to provide treatment across the whole of the age spectrum
- Experience in providing clinical mental health interventions, including short term treatment
- Experience working in an environment with a focus on clients with complex needs, including integrated or dual diagnosis clients.
- Understanding of current mental health system, and local service providers
- A strong understanding of and commitment to the social model of health

2. Interpersonal Skills:

- Well-developed communication and interpersonal skills, including the capacity to successfully manage difficult situations
- Ability to achieve positive outcomes in a face paced but flexible environment
- Previous experience with and a passion for inter-departmental collaboration and effective teamwork

3. Written Communication:

- Effective written communication skills which are clear and concise
- Ability to document all necessary mental health assessments, including provision diagnosis and or formulate client information.
- Ability to document a treatment plan including client goals, and positive treatment outcomes.
- Excellent skills in documenting risk profiles, and management of these risks
- All of this above documentation to be completed in a contemporaneous manner

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems
- Ability to quickly adapt to the various different systems being utilized for the program

5. Organisational Skills:

- Proven ability to prioritise workloads and conflicting tasks and manage deadlines
- Strong ability to respond to demands in a timely manner, including client or family unplanned presentations
- Experience in active participation in Multi-Disciplinary team Meetings, including offering clinical guidance, mentoring and direction as or if needed

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
- Display ability to provide skills/or secondary consultations across the organization when requested

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.
- 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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