

Position Description

Position Title:	Mental Health Clinician (Mental Health Nurse or Allied Health Professional)
EBA / Award:	Social & Community Services Community Health Stand Alone EBA Victorian Public Mental Health Services Enterprise Agreement 2021-2024;
Classification:	Level 4 Pay Point 1 to Level 5 Pay Point 1, depending on qualifications and experience Allied Health Clinician Grade 2 RPN Grade 3 Social & Community Employee Level 5
FTE	1.0
Reports to Operational:	Team Leader – Towards Change
Primary Site:	Maroondah – may work across Yarra Ranges and Maroondah LGA
Last updated:	November 2025

The Mental Health and Wellbeing Local Service is an integrated wellbeing and support service delivered through partnership in Maroondah. Operating on weekdays from 9am to 5pm, we provide clinical support, care, and wellbeing services to people aged 26+ experiencing mental health challenges, including co-occurring substance use or addiction.

The service is community-led and informed by participants, supporters, and the local community. Partners include Wellways, Access Health and Community, Eastern Health and Oonah. Staff are employed by different partners but operate according to the Local Service Model.

Commitment to Reconciliation

The Mental Health and Wellbeing Local Service and our partners recognise that Aboriginal and Torres Strait Islander people have not always been well-served by mental health and disability organisations. Their social and emotional wellbeing has been impacted by generations of trauma, injustice and deprivation. As partner organisations, we recognise our responsibility in addressing these issues of injustice, inequality and stigma as part of ensuring our services are both welcoming and helpful for people and their families. As part of our commitment to reconciliation, we are working to create culturally aware and safe services for First Nations Community Members.

Role Purpose

Working within the Towards Change team and employed by Access Health & Community, the Mental Health Clinician utilises their experience and skills to undertake a range of biopsychosocial assessments and provide evidence based clinical interventions for participants.

The Mental Health Clinician works directly with participants and their supporters as part of a multidisciplinary team. They provide tailored mental health support as outlined in the participant's wellbeing plan, including to those with co-occurring substance use or addiction. Brief interventions and time limited support will be a critical skill for the Mental Health Clinician, to ensure that interactions with participants are focussed, goal oriented and facilitate skills development.

The Mental Health Clinician will also support the Welcome and Support space for participants who drop in to the Local, looking for immediate support.

Required Values & Behaviours

Authenticity and Integrity: Bring whole selves to work, recognizing community and wellbeing belongs to all

Compassion: Commit to compassionate approach and understanding, leading with curiosity

Respectful Collaboration: Respect different experiences and organizational views, recognizing we all have something to learn

Quality and Safety:

- Identify and report risks promptly with prevention strategies
- Take reasonable care for personal and consumer safety
- Participate in workplace health and safety initiatives
- Comply with all policies and procedures
- Maintain confidentiality per privacy legislation
- Involve consumers/carers in quality improvement activities

Excellence and Appreciation: Evidence-based work with continuous quality improvement for excellent outcomes

Commitment to Reconciliation: Work towards culturally aware and safe services for First Nations Community Members

Key areas of accountability

Area	Deliverable
Clinical expertise	<ul style="list-style-type: none"> • Establish therapeutic, trauma informed, recovery oriented relationships with Local participants and /or their carers and supporters. • Support the Initial Assessment process (IAR) in partnership with Wellbeing Navigator Peers as per the model of care • Conduct additional evidence based biopsychosocial and/or clinical assessments and regular review of participants' mental state, risk assessment and ongoing care needs. • Work with participants to develop risk management plans as needed

	<ul style="list-style-type: none"> • Provide evidence-based interventions to participants requiring mental health support, including those with co-occurring substance use or addiction. Ensure interventions and episodes of care align with the levels of care identified during the Initial Assessment process (IAR) • Utilise single session or brief therapy interventions to facilitate targeted care for participants • Participate in the transition of care / discharge for participants, working collaboratively with other team members to ensure a safe exit from the Local • Facilitate and participate in joint planning/case conferencing to ensure a coordinated response between the participants health, wellbeing, disability supports and other needs. • Actively contribute to the Participant Planning Sessions and Wellbeing check ins held at the Local, identifying opportunities to support participants • Facilitate groups either independently or collaboratively with other team members, providing clinical expertise as appropriate • Work alongside the Lived Experience team at the Maroondah Local, sharing participant progress with their allocated Wellbeing Navigator Peer and seeking their feedback and suggestions • Ensure participant choice is centered within their Wellbeing plan and their engagement at the Local • Work within the scope of practice defined for the role and as agreed with line manager
General	<ul style="list-style-type: none"> • Contribute to a positive culture at the Maroondah Local by learning and upholding the values of the Local • Provide feedback as appropriate to the Towards Change Team Leader with any service improvements or issues identified in the delivery of the service. • Ensure participant complaints/issues are promptly addressed. • Adhere to organisation policies and procedures relating to Workplace Health and Safety and at all times, take responsibility for own and colleagues wellbeing. • Provide services face to face onsite or in the community, including participants' homes (as appropriate) as well as remotely, ie via telehealth

<p>Safety and continuous quality improvement</p>	<ul style="list-style-type: none"> • Encourage the safety and well-being of participants and escalate any concerns, issues or incidents arising in line with the Escalation Guideline. • Complete incident reports in Riskman in line with the Incident Management Guideline. • Support the maintenance of a safe and healthy working environment by following work health and safety policies and procedures, including location specific training. • Ensure compliance with discipline-specific professional codes of practice • Commitment to ongoing personal and professional development • Engage and encourage Participant feedback to improve service delivery outcomes.
<p>Effective and efficient information and knowledge management</p>	<ul style="list-style-type: none"> • Uphold and promote participant confidentiality while affirming and supporting the participants' rights and responsibilities • Ensure documentation is maintained in the participant management system as required to meet statutory requirements and Wellways Policy

Key Requirements

Area	Description
Qualification / Role Experience	<ul style="list-style-type: none"> • Qualification as a registered nurse, social worker, psychologist or occupational therapist • Current registration and/or membership with relevant governing body • Accreditation with the Australian Association of Social Workers (AASW) as a Mental Health Social Worker, or eligibility and plans to obtain accreditation as a Mental Health Social Worker within the first twelve months of Employment (as appropriate) • • Post-graduate degree in Counselling or Psychotherapy with minimum of 3 years' experience in working with complex client presentations (as appropriate) • Post graduate experience working in a mental health or AOD setting (minimum 2 years) • Demonstrated experience in the provision of mental health assessment, formulation and evidence-based treatment • Experienced in a range of evidence-based psychological therapies, such as CBT, ACT, mindfulness, motivational interviewing and solution-focussed therapy
Required skills	<ul style="list-style-type: none"> • Highly developed communication skills • High level emotional intelligence • Excellent organisational, time management and problem solving skills • Demonstrated experience in clinical risk assessment and management (including suicide risk assessment) • Ability to work within a dual-diagnosis framework • Ability to work creatively and safely with consumers from diverse backgrounds, including LGBTIQA+, CALD and Aboriginal and Torres Strait Islanders • Ability to work independently and as part of a multi-disciplinary team • Ability to organise workload, set priorities and meet performance targets and deadlines • Sound knowledge of the Victorian Mental Health and Wellbeing Act 2022 and other relevant legislation and its application to clinical practice. • Demonstrated experience of working within a community mental health service setting.

	<ul style="list-style-type: none"> • A commitment to Person centred practice and maximising the opportunities and support for people with a mental illness or psychological distress within their local communities
Information Technology	<ul style="list-style-type: none"> • Demonstrated ability to learn and adapt to various technology platforms • Basic skills in Microsoft Office Suite and Client Record Management systems
Compliance	<ul style="list-style-type: none"> • National Police Check • Victorian Drivers Licence • Working with Children Check • Evidence of right to work in Australia • NDIS Workers Screening Check • NDIS Workers Orientation Modules • 100 points of identification
Other Desirable	<ul style="list-style-type: none"> • Prior experience working within the Mental Health or AOD sectors, or a community-based organisation. • Willingness to travel and work within the community serviced by the Local. <p>Welcomed:</p> <p>We are committed to employing people with diverse backgrounds and experiences and encourage applications from:</p> <ul style="list-style-type: none"> • People with personal lived experience of mental health challenges or who have cared for someone who has. • People who identify as Aboriginal and or Torres Strait Islander • People who identify as gender diverse, living with a disability or culturally and linguistically diverse.