



Employee Position Description

Position Details		
Position Title: Team Leader Mental Health	Department: Mental Health	Agreement: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022 OR Psychologists, Dietitians, Audiologists and Pharmacists (Victorian Stand-Alone Community Health Services) Enterprise Agreement 2023-2026
Reports To: Manager Mental Health	Location: Based at Hawthorn. May be required to work across AccessHC sites or other sites within the region.	
Direct Reports: All frontline staff in the mental health team (approx. 15 staff)	Employment Status: 12-month fixed term full time (38hrs per week)	Classification: Psychologist Grade 3 OR Mental Health Accredited Social Worker – SACS Level 6
Position Primary Purpose		
<p>The Team Leader Mental Health will provide operational leadership and line management to a multidisciplinary team of mental health practitioners, including psychologists, mental health social workers, mental health nurses, peer support workers and care coordinators. This position will work across a range of funding streams, including Stepped Care, Head to Health, NDIS, fee-for-service and community health counselling. The Team Leader will also be responsible for overseeing allocation of new referrals to the service, in collaboration with the Senior Intake Clinician. The Team Leader will be an important part of the mental health leadership team, along with the Senior Clinicians, Manager and Senior Manager.</p> <p>The position will also hold a caseload and deliver mental health services to clients within AccessHC programs.</p>		
Decision Making Authority		Key Relationships

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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<p>Decisions made independent of Manager</p> <p>As per AccessHC Delegation of Authority</p>	<p>Internal</p> <ul style="list-style-type: none"> • Mental Health & AOD Leadership Team • Mental Health & AOD Portfolio • Management Leadership Team • Seniors Clinicians in Mental Health, Intake, AOD and headspace • Mental Health & AOD Intake staff • Mental health and AOD program staff • GPs and medical practice • Allied Health and Child & Family Intake 	<p>External</p> <ul style="list-style-type: none"> • Clients and friends/family • Referrers and stakeholders, including general practice, community health, Aboriginal health, and tertiary mental health services and hospital services • Other mental health and AOD services • Steps and Head to Health consortium partners • EMPHN (Eastern Melbourne PHN)
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Key Accountabilities	
Focus Areas	Responsibilities
<p>Team Leadership</p>	<ul style="list-style-type: none"> • Provide day-to-day operational management of staff in the team, including providing regular 1:1 operational (line management) supervision, responding to staff queries, approving leave/timesheets and other line management duties • Support staff in the mental health team to appropriately review and discharge clients, including support of discharge planning and managing caseloads to ensure service KPIs are met • Participate in the recruitment, induction and training for all new staff in the mental health team • Provide clinical expertise and secondary consultation to staff and external agencies to assist with appropriate referral, assessment and treatment planning for clients • Facilitate allocation and clinical review meetings with mental health staff as required • With the Senior Intake Clinician, oversee all new referrals and allocations to the mental health service to ensure clients are allocated to the 'right service at the right time' • Support the Manager to implement performance improvement plans with staff where/if required • Support the Manager and Senior Manager to ensure policy, procedure and best-practice guidelines are implemented in the team
<p>Partnerships and Networking</p>	<ul style="list-style-type: none"> • Actively participate and work cooperatively within the multidisciplinary team, collaborative partner organisations and with other key stakeholders (including funding bodies) • If required, deliver community engagement and capacity building activities with local stakeholders to promote the stepped care model and mental health service

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Help to build relationships with external referrers and agencies and with other internal teams, including the Medical, Allied Health, AOD and headspace teams, and consortium partners • Develop and demonstrate a strong understanding of the various mental health services available at AccessHC, and assist other team members to work flexibly across different funding streams • Represent the service as required in a professional and ethical manner
Quality, Reporting and Clinical Governance	<ul style="list-style-type: none"> • Ensure that the mental health programs operate within best practice of integrated care, including embedding the principles of welcome, hope, and empathy into service delivery. • Participate in regular staff meetings, operational (line management) supervision with the Manager and professional development in line with the Individual Work plan • Participate in regular clinical supervision, which includes self-reflection, self-care, risk management and identification of needs • Participate in quality and service improvement activities to continually improve consumer care • Maintain knowledge and understanding of relevant mental health funding streams, including Stepped Care, Head to Health, NDIS, community health counselling and fee-for-service • Ensure that staff in the team are administering and reviewing clinical outcome measures and screening tools (such as the K10) to consumers as required • Report and document any clinical or other risk incidents which occur, and conduct incident investigations where required • Support the Manager and Senior Manager to ensure that accreditation and best practice standards are maintained in the team • Ensure all procedures and policies are followed to support safe and effective service delivery (including occupational health and safety standards) and participate in quality improvement where required • Maintain registration with relevant professional body (AHPRA) and ensure all registration requirements are met • Maintain a professional code of conduct and participate in on-going professional development in accordance with annual work plans
Program Evaluation and Team Participation	<ul style="list-style-type: none"> • Assist in the general review and evaluation of the mental health program • Participate in other program development and project work as required • Contribute to the team and participate in a supportive team culture • Contribute to the planning, monitoring and evaluation of the services at AccessHC

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Key Accountabilities	
Focus Areas	Responsibilities
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of: <ul style="list-style-type: none"> – Equity – Collaboration – Respect – Quality – Innovation
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service. • Take personal responsibility for the quality and safety of work undertaken.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. • Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct

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Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • Working With Children Check • Driver's Licence • NDIS Worker Check <p>Key Selection Criteria</p> <ul style="list-style-type: none"> • Tertiary qualification in psychology and current registration with AHPRA as a psychologist OR tertiary qualification in social work and current registration with the AASW as a mental health social worker • Minimum of 7 years working in the Mental Health/AOD sector • Demonstrated experience and skill in clinical risk assessment and management • Demonstrated people management and leadership skills, and willingness to undertake further training in this area • Proficiency with electronic health record systems (such as TrakCare or FIXUS) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint) 	<p>Attributes</p> <ul style="list-style-type: none"> • Genuine passion and interest in working to support people with mental health challenges • Strong leadership, analytical and problem-solving skills • High level communication and interpersonal skills • Sound understanding of mental health funding and KPIs, and ability to lead the team in meeting these KPIs • Experience and ability to assess, manage and document clinical risks (including risk to self and risk to others) • Commitment to continuous quality improvement and harm minimisation principles • High level of accuracy and attention to detail • Ability to organise workload, set priorities and meet performance targets and deadlines • Ability to work creatively and safely with consumers from diverse backgrounds, including LGBTIQ, CALD and Aboriginal and Torres Strait Islanders • Demonstrated behaviours consistent with AccessHC values
<p>Access Health and Community (AccessHC) is a Child Safe Organisation that values inclusivity and diversity. We encourage applications from people with disabilities, those with lived experience of mental health and/or alcohol and other drugs (AOD) challenges, and those with diverse genders and sexualities.</p> <p>At AccessHC, our vision for reconciliation is an Australia where Aboriginal and Torres Strait Islander peoples experience equitable health and social outcomes. Our Reflect Reconciliation Action Plan (RAP) will contribute to achieving reconciliation. We will seek an understanding of and acknowledging histories and injustices, support the active expression of culture, build strong, trusting relationships, and apply culturally appropriate practices within our work.</p> <p>We will work in partnership with Aboriginal and Torres Strait Islander peoples to create a welcoming and safe place for everyone at our services. AccessHC acknowledges the Wurundjeri Woi-wurrung people, who are the Traditional Owners of the land on which we work. We pay our respects to Wurundjeri Elders past, present, and future, and extend that respect to other Aboriginal and Torres Strait Islander people and we acknowledge that sovereignty was never ceded.</p> <p>As a vaccine positive organisation, we encourage COVID-19 vaccinations and require successful applicants to undergo a Working With Children Check, Police Check and potentially an International Check.</p>	

Authorisations

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Authorisations	
Manager Name: Signature: _____ Date: / /	Staff Name: Signature: _____ Date: / /

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