

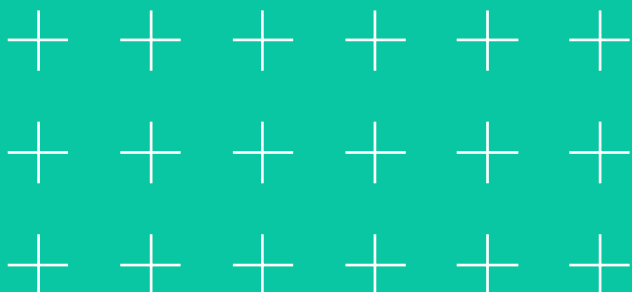


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
every day.**

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**Mental Health, Autism Consultation  
and Evaluation Team – Coordinator  
and Clinical Specialist**



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## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

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## OUR VISION

# Advancing health for everyone, every day.

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## THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

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## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



# Position Description

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<b>Position Title:</b>	Mental Health, Autism Consultation and Evaluation Team – Coordinator and Clinical Specialist
<b>Service:</b>	The Royal Melbourne Hospital Mental Health Services
<b>Location:</b>	Waratah Community Health Service
<b>Reports To:</b>	David Pruden, Program Manager
<b>Enterprise Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020–2024 / Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021 - 2025
<b>Classification:</b>	AH5/P4/RN5
<b>Employment Status:</b>	Permanent Part time 0.4 EFT
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	March 2026

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## POSITION SUMMARY

Royal Melbourne Hospital Mental Health Services provides person-centred, recovery-oriented care, treatment and support through our multi-disciplinary workforce of skilled and dynamic clinicians, and Lived and Living experience (LLE) consumer and carer experts. We are dedicated to providing caring and high-quality specialist community and hospital-based mental health services for adults and older adults who are experiencing, or are at risk of developing a serious mental illness. We are committed to working with consumers during their recovery by offering trauma informed holistic and evidence-based treatment, which is inclusive of family, carers and kin and provided by staff with well-developed skills. Staff employed within the service are expected to identify evidence-based practice approaches and to use these within their work.

We have a robust future ahead as the lead mental health service for the Victorian Collaborative Centre for Mental Health and Wellbeing Service, and also for the Statewide Trauma Service. These leading programs will drive mental health reform across the sector, and will offer a wide range of opportunities for involvement of staff within the RMH MHS. Our partnerships with multiple community and academic organisations support our program and enable a sophisticated learning structure, with a focus on research translation.

The Coordinator will be an integral part of the Autism Specialist team for The RMH MHS, providing leadership and coordination of a service for adult mental health consumers who are autistic or who require assessment for autism. The Coordinator will work with a Consultant Psychiatrist, Clinical Psychologist, Speech Pathologist, Occupational Therapist, rotating Medical Registrar and students, and an autistic Consumer Peer Worker. They will provide their expertise to:

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- The autism assessment, diagnostic, secondary consultation processes and direct care as required
  - Ongoing clinical care and wellbeing support within the mental health service
  - Support the provision of group social and activity wellbeing programs for adults with a diagnosis of Autism in conjunction with LE staff (as required)
  - Coordinate and support research projects within the team (as required)
  - Coordinate and support new service development and initiatives
  - Facilitate pathways to referral and support services
  - Build capacity of the mental health service
  - Discipline specific assessment and support recommendations
  - Leadership and coordination of team operations and staff
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## KEY ACCOUNTABILITIES

### All staff:

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.

### As a Coordinator and Clinical Specialist

- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Project planning, implementation, evaluation and reporting
- Liaison with Mindful as a partner in the implementation of this new role and part of our service
- Key contact for communications with consumers, their families, stakeholders and RMH MHS
- Coordination of referrals
- Coordination of clinical governance and reporting

### Accountability specific to this role:

- Undertake necessary specialist training required for the role.
- Work collaboratively with other clinical disciplines to provide high quality multi-disciplinary assessments and follow up care where necessary.
- Contribute to the co-facilitation of group programs for Autistic consumers as required, creating a safe and neuro-affirming space, developing positive self-identity for new diagnosed Autistic consumers, and providing opportunity for connecting with Autistic peers and community.
- Contribute to diagnostic reports and recommendations about health care management of autistic mental health consumers.
- Provide discipline specific assessments/recommendations/reports as required.
- Provide consultation to other RMH MHS Clinicians.
- Undertake/oversee routine workflow tasks/operations of the team. Including but not limited to:
  - Reporting requirements
  - Referral, intake, assessment/consultation, reporting, post diagnostic support processes
  - Team meeting and planning days
  - Staff training/ staff support
  - Recruitment and orientation
- Comply with requirements to participate in operational supervision, clinical governance consultations and discipline specific supervision.
- Professional and efficient record keeping both written and electronic including medical records, service activity data and other as required in accordance with The RMH MHS and Melbourne Health policies.
- Participate in designing and undertaking research as required.
- Participate and/or lead development, implementation and review of new service initiatives as required for MH-ACES



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## KEY RELATIONSHIPS

### Internal

- Area Manager and Clinical Director
- Lead Consultant
- Group Program Coordinators
- Executive Management Group
- The RMH MHS Managers and Team Leaders
- Discipline Advisors and Discipline Seniors
- Health Information Manager
- Business Manager
- Evaluation and Service Improvement Coordinator
- Department of Health, Chief Psychiatrist and other key stakeholders
- Consumers and Family/Carer
- The RMH Electronic Medical Records (EMR) Team

### External

- Mindful Centre for Training and Research in Developmental Health
- Victorian Government Department of Health Services
- Victorian Department of Families, Fairness and Housing
- Wellways and other primary health providers
- AMAZE



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## KEY SELECTION CRITERIA

### Formal Qualifications:

#### Occupational Therapists:

- a. Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.
- b. An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.).

#### Psychologists:

- a. Registration as a Psychologist under the Australian Health Practitioner Regulation National Law Act (2009) with practice endorsement as a Clinical, Forensic or Clinical Neuro Psychologist with the Psychology Board of Australia (or eligibility to enter a registrar program as a clinical, forensic or clinical neuro psychologist with the Psychology Board of Australia where relevant).

#### Registered Psychiatric Nurses:

- a. Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
- b. Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.

#### Speech Pathologists:

- a. Eligible for registration with Speech Pathology Australia
- b. An approved degree from a recognised university in speech pathology

#### Social Workers:

- a. An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers

### Essential:

- At or near minimum experience and qualification requirements for a AH5/P4/RN5/SP5 position.
- Demonstrated experience in leadership to embed evidence-based, recovery-focussed and person-centred practice as the foundation of clinical care.
- Extensive experience and competence in the development and provision of assessment and treatment for people with mental illness and psychosocial disability, inclusive of the impact of mental illness on dependent children and family/carers. ·
- Demonstrated ability to provide leadership to a multidisciplinary team
- Demonstrated organisational and management skills in a multidisciplinary mental health setting, including the ability to manage human and financial resources
- Highly developed interpersonal and communication skills (written and verbal) and demonstrated ability to initiate, problem solve, negotiate and communicate with staff, consumers, carers and other service providers. · A demonstrated willingness and ability to address consumer and carer concerns and to work with people from a range of ethnic backgrounds
- Well-developed knowledge and understanding of the public mental health service environment, the Mental Health Act and other relevant legislation, DoH policies and strategic directions in mental health
- Demonstrated ability to work under limited supervision but receiving appropriate support from Area Manager and Director of Clinical Services as required
- Ability to determine workload priorities, coordinate tasks and work to time-lines, and facilitate Team members to work to same



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- Demonstrated ability to develop, implement, evaluate and report service improvement initiatives and projects

**Desirable:**

- Experience working with Adult Mental Health consumers, or keen interest in mental health.
- Experience in working in a multidisciplinary Autism Spectrum Disorder assessment team.
- Ability to interact and communicate with a diverse range of people at all levels.
- A personal approach which is positive, enthusiastic, friendly and helpful.
- A willingness and ability to learn.
- Experience in developing and implementing new service initiatives.
- Ability to give excellent consumer service to both internal and external consumers/stakeholders.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Flexibility to operate in an environment of change and continuous improvement.
- Aboriginal and Torres Strait Islanders are highly encouraged to apply.
- Experience in working with ACCHO and Aboriginal Communities and Families.
- A current driver's licence.
- Capacity to speak a second language.

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**KEY PERFORMANCE INDICATORS**

Your performance will be measured through your successful:

- Demonstration of RMH values
  - Achievement of portfolio specific KPI targets
  - Participation in and satisfactory feedback through the annual performance review process
  - Ability to maintain a safe working environment and ensure compliance with legislative requirements
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## AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

## OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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## ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please print)

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Date

### Community Core and Specific Evidence-Based Practice

Psychological Interventions	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation & Employment	Lived Experiences	Overcoming Hurdles
Early Warning Signs & RWP discussion	Initial Conversation with Family/Carer	Physical health screening	Initial Conversation about activity, participation and vocation	Initial Conversation about consumer peer support	LSI-R:SV
CBT Fundamentals	Family/Carer Fundamentals	Physical health conversations	APQ6	Initial Conversation about family, carer and supporters peer support	SUBA
	Family Violence Screen	Physical health assessment	Driving Screen		AOD Harm Minimisation
		Metabolic monitoring	Sensory Approaches		AOD Relapse Prevention
CBT for Psychosis	Single Session Family Consultation	Medication safety, education & advocacy	Activity Engagement	PeerZone	Specialist Supportive Clinical Management for Eating Disorders
Acceptance & Commitment Therapy (ACT)	Multiple Family Group	Equally Well Physical Health Program	Therapeutic Activity Groups	Consumer led inpatient groups	Forensic Risk Management Planning
Therapies for Borderline Personality Disorder	Family Therapy	Medication Alliance	Vocation and Employment Support	Consumer Peer Support-led Community Groups	Forensic Risk Reduction Treatment
CBT for co-morbid Anxiety & Depression	FaPMI Programs	QUIT Program	Sensory Assessment & Interventions	Individual Consumer Peer Support	AOD Motivational interviewing
Be Well Live Well - Early Warning Signs Relapse Prevention Program	Family Violence Assessment (MARAM)		Driving Assessment	Family Peer Support-led Groups	Refer to Detox
				Individual Family, Carer & Supporters Peer Support	Autism Consultation and Evaluation Services (ACES)

