



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**NDIS Engagement Lead**



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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



## KEY ACCOUNTABILITIES – POSITION SPECIFIC

Supported by a community Program Manager and Chief Occupational Therapist, the Early Intervention and NDIS Lead will:

- Determine a structured approach to supporting consumers, carers and kin to access NDIS and other psychosocial supports across all MHS settings.
- Build engagement with external service providers to support smooth engagement with the systems that underpin these supports.
- With a priority focus on supporting transition from PARC and CCU
- Transition from hospital will be improved through capacity building and in collaboration with NDIS hospital liaison officer and ward-based clinicians.
- Focus on optimising the supports of community-based consumers to enhance psychosocial engagement, avoid deterioration and further restrictive care.
- Maintain a database of consumers who have received a psychosocial support package
- Attend clinical reviews when required to support identification of potential NDIS candidates.
- Identify emerging psychosocial supports that MHS consumers are able to access to meet their goals for recovery.
- Conduct file reviews and at times engage with consumers and family members directly with their key clinicians to determine goals for NDIS and/ or psychosocial support available.
- Support clinicians through development of high-quality applications for support packages
- Work closely with providers and clinicians to troubleshoot any difficulties in consumer uptake of packages
- Identify barriers in accessing services, and work in collaboration with the Chief OT to develop appropriate mechanisms to support uptake
- Promote both psychosocial schemes within the service
- Provide education and support to MHS workforce to understand and best engage with the services and funding available, and how to write effective applications and referrals in collaboration with the Learning and development team.
- Participate in liaison meetings between the RMH MHS and providers.
- Participate in audits and service evaluation, research and quality improvement where required.

## KEY RELATIONSHIPS

### Internal

Community Key Clinicians  
 Program Managers / Team Leaders  
 Consumer / Carer Peer Support Workers  
 Consumer and Carer Consultants  
 Mental health clinicians across the service settings.  
 Learning and development team

### External

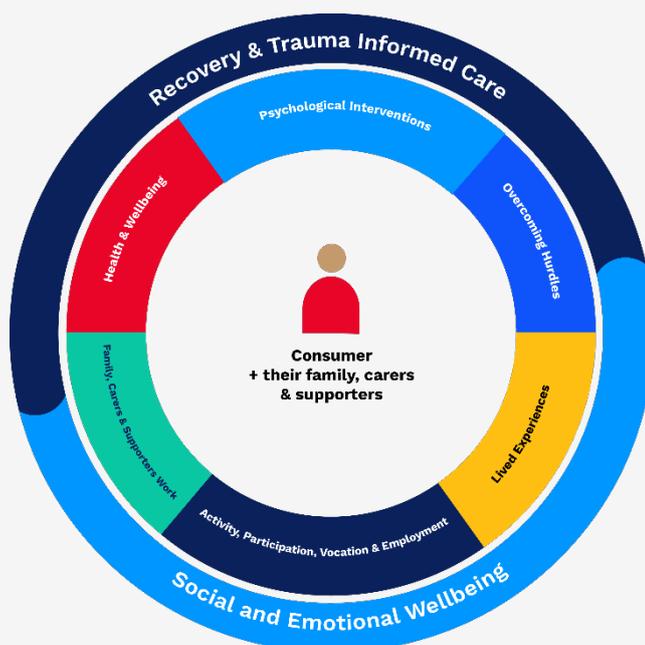
EIPRS providers  
 NDIS providers  
 AOD services  
 Housing and homelessness services  
 Local Community Mental Health and Well Being services.  
 WellWays  
 Cohealth  
 Local Area Co-ordinator (NDIS LAC)  
 Disability advocacy services





## Community Core and Specific Evidence-Based Practice

Psychological Therapies	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation, Vocation & Employment	Lived Experiences	Strengthening Futures
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
CBT for Psychosis	↓	Metabolic monitoring	Sensory Approaches	PeerZone	AOD Relapse Prevention
Acceptance & Commitment Therapy (ACT)	Single Session Family Consultation	Medication safety, education & advocacy	↓	Consumer led inpatient groups	Specialist Supportive Clinical Management for Eating Disorders
Therapies for Borderline Personality Disorder	Multiple Family Group	↓	Activity Engagement	Consumer Peer Support-led Community Groups	Forensic Risk Management Planning
CBT for co-morbid Anxiety & Depression	Family Therapy	Equally Well Physical Health Program	Therapeutic Activity Groups	Individual Consumer Peer Support	Forensic Risk Reduction Treatment
Be Well Live Well - Early Warning Signs Relapse Prevention Program	FaPMI Programs	Medication Alliance	Vocation and Employment Support	Family Peer Support-led Groups	AOD Motivational interviewing
	Family Violence Assessment (MARAM)	QUIT Program	Sensory Assessment & Interventions	Individual Family, Carer & Supporters Peer Support	Refer to Detox
			Driving Assessment		Autism Consultation and Evaluation Services (ACES)





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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