



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

Could this be you?

Join The Royal  
Melbourne  
Hospital Team



**Position Description**

**RMH - MHS Older Adult Program  
Social Worker**

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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>	Older Adult Program Social Worker
<b>Service:</b>	RMH – Mental Health Service
<b>Location:</b>	Waratah Clinic
<b>Reports To:</b>	Older Adults Program Manager
<b>Enterprise Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020–2024 Victorian Public Health Sector
<b>Classification:</b>	Social Worker Grade 2 (YC42 - YC45).
<b>Employment Status:</b>	Full Time Ongoing
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	December 2025

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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.

As a member of the Mental Health Service Older Adult Program the Social Worker applies their clinical knowledge and expertise to the assessment, delivery of evidence based treatment, interventions and support to consumers with complex mental health related needs, and to their family/carers. Provision of service is within acute and non-acute settings.

You will have a mixed caseload of consumers requiring usual treatment, and those who require more intensive support. The role involves the provision of supervision to staff as well as Social Work students. All Clinicians are expected to take an active role within clinical review meetings and champion their discipline within a multidisciplinary setting.

Working on a rotating 7-day week roster, this includes some evening and weekend shifts. There will be occasional circumstances when clinicians are required to work overtime (for example, when an outreach assessment has required more time than expected).

The Clinician will work as part of a team and will also be required to work autonomously much of the time. The Clinician will be responsible for ensuring they operate within the OH&S requirements of the organisation that they adhere to all human resource management requirements and policies, working knowledge of the Royal Melbourne Hospital Policies including medication and screening requirements and demonstrate the values of the Royal Melbourne Hospital throughout the course of their work and interaction with others.

The clinician will be personally responsible for his/her professional growth and development, consolidation of discipline specific knowledge and application of theory to practice so as to achieve current practices and competencies of the discipline.

Care at RMH MHS is delivered within a framework of practice domains (please see infographic at the end of this document). All clinicians are expected to develop competency in the following core interventions: Health and well-being, Family and Carers; Psychological Therapies, overcoming hurdles, Lived experience, Activity and participation. These competencies are supported by the Local area professional development. Clinicians are also encouraged to offer specialist interventions in the domain related to their discipline.

## KEY ACCOUNTABILITIES

- 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 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.
- Achievement of The Royal Melbourne Hospital and portfolio specific KPI targets as they apply to your area;
- Participation in formal performance and Annual Discussion review processes.
- Provide assessment, treatment and discharge planning for people over 65 years of age, with mental health issues, who reside in their own homes or RACFs in the City of Moonee Valley and City of Melbourne.
- Nurses, Social Workers and OTs provide supervision to students and colleagues as required.
- Promotion of Allied Health practice within a complex health service.
- Ability to work a 7 day rotating roster
- Contribute to organisation-wide and service/division initiatives and planning activities.
- 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.
- Successful completion of required mandatory training activities, including training related to the National Standards
- Participate supervision as required for your discipline
- Provide support with rostered roles within the team for initial assessments and tasks related to the Intake / Duty role
- Provide brief interventions as well as medium to long term, depending on the identified needs of the person.
- Work closely with consumers, carers and wider family members or support systems to achieve positive recovery outcomes.
- The Clinician may be required to supervise medications (within scope of practice).

## KEY RELATIONSHIPS

### Internal

- Director of Clinical Services
- Deputy Director of Clinical Services
- Lead Consultant
- IWAMHS Area Manager
- Older Adult Program Manager
- Community Team Managers
- Community Team Leaders
- Discipline Seniors
- Evaluation and Service Improvement Co-ordinator
- Health Information Manager
- Executive Assistant to Director Clinical Services and Area Manager
- Multidisciplinary Team
- Administration staff
- Consumers and Carer Lived Experience Workgroup
- RMH MH & WB Executive Support Unit – Finance
- People and Culture
- Mental Health Training Development Unit
- Quality Planning and Innovation Unit
- Facilities Management
- Acute in-patient units
- Lived Experienced Staff

### External

- Centralised Triage
- Facilities Management
- Office of Chief Psychiatrist
- Department of Health and Mental Health and Drugs Division
- MHCSS
- NDIS
- Housing and primary providers
- Employment
- Emergency services and Acute Health
- Consumer Advocacy Groups
- Carer Agencies
- Pharmacies
- My Aged Care
- ACAS
- Bolton Clarke
- General Practitioners
- Residential Care Facilities
- Other AMHS



## KEY SELECTION CRITERIA

### Formal Qualifications:

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

## Essential:

- At least two years post graduate experience in the assessment and treatment of persons with a mental health diagnosis. We will also consider psychologists undertaking/needling to undertake a registrar program.
- Demonstrated skill and experience in community based management of services, assessment and treatment of older adults with a mental illness and dementia.
- Demonstrated ongoing commitment to professional development.
- Excellent interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers
- Knowledge of Victorian Government policies and strategic directions in Public Mental Health Services such as the Mental Health Reform Strategy, Dual Diagnosis treatment, family violence and elder abuse and protecting vulnerable children and young people.
- Ability to work with consumers, family and carers from a range of cultural backgrounds, and to provide gender sensitive services
- Capacity to undertake alcohol and other drug screening, assessment, treatment planning, brief interventions with clients who have co-occurring mental health and substance use disorders
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current eligibility for membership/registration of the discipline specific professional organisation and other applicable acts.
- Excellent organisational and time management skills.
- Current knowledge of effective evidence-based interventions appropriate to Mental Health Diagnoses.
- Confident to work autonomously, problem solve and take initiative.
- Well-developed writing skills and an ability to promptly prepare case assessments, individual service plans, discharge summaries and other forms of documentation.
- Highly developed communication and interpersonal skills.
- Experience of working collaboratively with consumers, carers, aged care facilities and other organisations
- Demonstrate ability to work as part of a team
- A current driver's licence is fundamental to the position, along with ongoing ability to use this form of transport.

### Desirable:

- Ability to speak a second relevant language would be well regarded.
- Aboriginal and Torres Strait Islanders are highly encouraged to apply
- Familiarity with a range of computer software packages including the Microsoft platform.
- Relevant experience in working with older adults.

## 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
- Completion of mandatory training activities including training related to the National Standards

## 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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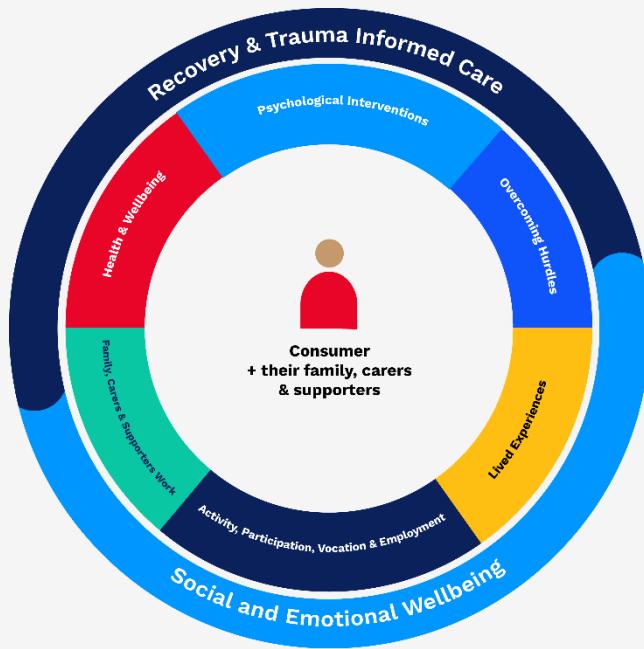
Employee Signature

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