

## POSITION DESCRIPTION

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| <b>Position Title:</b>             | Neuropsychology Registrar – Entry Level Program                                                                                   |
| <b>Service:</b>                    | <b>Parkville Youth Mental Health and Wellbeing Service (PYMHWS)</b>                                                               |
| <b>Location:</b>                   | Parkville, Footscray, Spotswood, Sunshine, Wyndham, Cherry Creek and Malmsbury                                                    |
| <b>Reports To:</b>                 | Director of Psychology (or delegate); Principal Psychology Educator; Stream or Program Lead; Region Coordinator                   |
| <b>Enterprise Agreement:</b>       | Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021–2025 |
| <b>Classification:</b>             | Psychologist Grade 2 Year 1 (PK1)                                                                                                 |
| <b>Immunisation Risk Category:</b> | Category A                                                                                                                        |
| <b>Date of Review:</b>             | July 2027                                                                                                                         |

### About the Parkville Youth Mental Health and Wellbeing Service (PYMHWS)

**Parkville Youth Mental Health and Wellbeing Service (PYMHWS)** is Victoria's first standalone public mental health service designed specifically for young people aged 12 to 25. Operational from July 2025, PYMHWS is leading a bold transformation in how youth mental health is accessed, experienced, and governed across Melbourne's north and west.

We deliver specialist, community, and inpatient services to young people experiencing, or at risk of mental ill-health. Our multidisciplinary teams are based at Parkville, Footscray, Spotswood, Sunshine, Wyndham, Cherry Creek and Malmsbury, working closely with families, carers, supporters and kin to provide developmentally appropriate, evidence-based, trauma-informed, inclusive care, grounded in lived experience.

At PYMHWS, every decision - from the front desk to the boardroom - centres on what young people need to live the lives they want to lead.

We partner with Orygen, bringing their world-leading research and knowledge translation expertise into care delivery. Together, we are building an integrated service model that connects Orygen-operated headspace centres with PYMHWS clinical services, creating a unified care experience.

As we grow, we're building a service with - and for - young people. One that reflects the diversity of our communities, embraces continuous learning and the generation of new knowledge, and strengthens the mental health system around it.

**At PYMHWS, we:**

- Foster a safe, supportive and inclusive workplace - where the health, safety and wellbeing of young people, families, colleagues and visitors are actively protected.
- Speak up for safety and equity - raising concerns and escalating issues when needed, to ensure high standards of care and conduct.
- Deliver Safe, Timely, Effective, Efficient, Equitable, Person-centred Care (STEEEP) in alignment with our clinical governance framework and our youth-first approach.
- Promote diversity, inclusion and equal opportunity - creating a workplace free from discrimination, harassment or bias, and reflecting the communities we serve.
- Comply with all relevant policies, procedures, professional standards and legislation - including those related to clinical care, health and safety, risk, privacy, and equal opportunity.

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### Psychology Registrar at PYMHWS

The Neuropsychology Registrar position is part of the PYMHWS Specialist Program Entry Level Program (ELP), a structured and well-supported learning initiative within a clinical practice environment. The program is designed to help early career psychologists to develop a thorough understanding of a broad range of psychiatric presentations, along with the psychological assessment and intervention skills necessary to work effectively in a public mental health setting. It also supports registrars in attaining specialist skills to work effectively in a public mental health setting.

The program also supports registrars in developing the specialist competencies required to work toward endorsement in their chosen area of practice.

#### Program Structure:

- **Clinical Practice:** Registrars work as part of multidisciplinary teams across two different clinical programs within PYMHWS over the two-year role, with a program rotation occurring at the end of the first year.
- **Supervision:** The program includes weekly individual supervision and regular group supervision to ensure continuous professional and reflective development.
- **Professional Development:** Registrars are allocated up to four hours per week of protected learning time to engage in a range of teaching activities and self-directed study, and may access up to ten days of professional development annually. These training opportunities are aligned with their role and are primarily facilitated within PYMHWS by the psychology educator workforce and other internal experts.

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### Position Summary

The Registrar will provide comprehensive neuropsychological assessment and consultation services with relevant others to support young people's mental health and wellbeing. Working within a supportive, specialist multidisciplinary team, the Registrar is responsible for giving advice to the multidisciplinary team on neuropsychological assessment outcomes and strategies, and providing neuropsychological feedback and education to young people, families and carers.

Key responsibilities include the assessment of developmental differences, including autism, ADHD, intellectual disabilities and learning difficulties. In addition, there will be opportunities to plan, provide and evaluate brief neuropsychological interventions in consultation with young people, families and carers, and the multidisciplinary team.

The Registrar will carry a caseload, participate in clinical review meetings, and practice in accordance with the philosophy and protocols of the service. They may also be required to spend time working within other clinical programs.

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## Key Accountabilities

### Clinical Practice

- Provide specialist clinical neuropsychological assessment.
- Provide neuropsychological consultation, support and education to young people, families, carers and other professionals and agencies.
- Engage in clinical reasoning, using a patient centred approach within multidimensional assessments, formulating appropriately targeted treatment plans with realistic achievable goals and selecting the most appropriate option for implementation.
- Develop and implement treatment and behaviour management plans in collaboration with young people, staff and significant carers.
- Attend and contribute neuropsychological expertise to the team clinical reviews, meetings, handovers and case conferences.
- Demonstrate flexibility/responsiveness within professional practice/duties/roles to meet organisational goals/priorities.
- Actively promote and develop positive relationships within the service, health sector and community that promote appropriate service delivery and client care.
- Engage with and support community services and resources to facilitate effective discharge planning including referrals on discharge.
- Continue to learn through mandatory training and other learning activities, including active engagement with the learning of the psychology registrar program.

### Professional Relationships and Behaviour

- Establish and maintain effective interfaces and partnerships with key agencies and community groups through consultation, liaison, education and collaborative projects: including Drug and Alcohol services, Youth Justice and primary care providers.
- Support and participate in the Health Services Occupational Health & Safety (OHS) Policies and Procedures and implement (where appropriate) at unit/service area level, including reporting any incidents of unsafe work practices, sites/areas or equipment.
- Comply with Safety & Service Improvement / Quality Management policies and procedures.
- Work collaboratively with colleagues across all PYMHWS teams.

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## PYMHWS Core Cultural, Leadership & Safety Responsibilities

These responsibilities apply to all roles at PYMHWS and form the foundation of our culture. They reflect our commitment to safety, inclusion, wellbeing and transformational leadership - at every level of the organisation. Aligned with PYMHWS's strategic goals and operational priorities, these behaviours ensure we are here for youth, together - and focused on delivering outcomes that matter.

### Psychological safety & inclusion

- Create and maintain a psychologically safe team environment where all voices are heard and respected.
- Model inclusive behaviours and actively challenge stigma, bias and discrimination.
- Speak up for safety, wellbeing and alignment with PYMHWS values - including cultural safety for Aboriginal and Torres Strait Islander peoples.

### Leadership at every level

- Demonstrate leadership in your area of work, regardless of role title, by taking ownership, influencing positive change, and modelling integrity.

- Mentor others where appropriate, share knowledge generously, and contribute to a learning culture.
- Engage in honest, constructive feedback - giving and receiving with a growth mindset.

### **Alignment with strategic vision, outcomes & priorities**

- Contribute to the achievement of our strategic and operational priorities, including youth-first care, workforce wellbeing, system transformation and strong partnerships.
- Be accountable for delivering measurable outcomes - for young people, families and colleagues.
- Make decisions that align with our purpose: reimagining how youth mental health is accessed, experienced and delivered.

### **Wellbeing & safe practice**

- Prioritise your own wellbeing and that of your colleagues, in line with our whole-of-service wellbeing approach.
- Work to your full scope of practice and escalate when support is needed.
- Participate actively in safety initiatives, risk management and quality improvement.

### **Continuous learning & improvement**

- Commit to ongoing professional learning, cultural development and reflective practice.
- Support innovation, research translation and systems thinking to improve outcomes for young people.
- Seek feedback on your work including participation in formal performance and annual discussion review processes.

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## **Key Relationships**

### **Internal Stakeholders**

- Director of Psychology
- Principal Psychology Educators
- Continuing Care Team Coordinator - Region A/B (as relevant)
- Clinical Lead – relevant stream/program
- Lead Consultant / Registrar
- PYMHWS Workforce

### **External Stakeholders**

- Key Agencies
- Community Groups
- Drug and Alcohol Services
- Education Services and Vocational Programs
- Youth Justice and Primary Care Providers

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## **Key Selection Criteria**

### **Formal Qualifications:**

- Completion of a Masters or Doctoral degree in Clinical Neuropsychology.
- Registration as a Psychologist under the Australian Health Practitioner Regulation National Law Act (2009) by the start date of the program, with eligibility to enter a registrar program as a clinical neuropsychologist with the Psychology Board of Australia.

### **Essential:**

- Knowledge, experience and ability in the provision of neuropsychological services in a range of clinical settings, including experience in neuropsychological assessment and intervention.

- Understanding of the role of a clinical neuropsychologist in a public mental health setting and the contribution of neuropsychology to the multidisciplinary team.
- A commitment to working with young people, families, carers and other supports from a wide range of cultural and social backgrounds and to providing services that are family and gender sensitive.
- Demonstrated ability to conduct comprehensive neuropsychological assessments and to formulate and implement appropriate evidence-based interventions that are consistent with best practice in neuropsychology.
- Experience in providing specialist neuropsychological feedback and education to young people, families and carers.
- Possess a sound understanding of DSM-V and knowledge of the rationale and evidence for early intervention in mental illness.
- Ability to work collaboratively and effectively with young people and their families.
- Ability to work independently and effectively within a multidisciplinary team, with evidence of sound collaboration and conflict resolution skills.
- Ability to document care as required and comply with expectations for data collection.
- Capacity to develop effective working relationships, collaborations and partnerships with a range of services within the broader community service system including (but not limited to) primary care, AOD agencies, child protection, and educational, employment and housing services.
- Demonstrated interpersonal and communication skills (written and verbal), including abilities in problem solving and negotiation.
- A commitment to ongoing professional development.
- Ability to comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- Ability to participate in policy and service development within the program and in continuous quality improvement through ongoing evaluation of services delivered to clients.
- Willingness to work from a community-based site and across multiple sites if required.

**Desirable:**

- Knowledge and skills in the assessment of developmental differences, including autism, ADHD, intellectual disabilities and learning difficulties.
- A working knowledge of community-based organisations and human services organisations.
- Commitment to the development of integrated clinical research within the service,
- Understanding of the Children & Young Person's Act 2012, Mental Health and Wellbeing Act 2022, and other Acts/ legislation relevant to working with young people in a mental health setting.
- Knowledge of relevant guidelines, plans and strategies related to the mental health service system (e.g. Royal Commission into Victoria's Mental Health System, National Standards for Mental Health Services).

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## **Key Performance Indicators / Success Measures**

Your performance will be measured through your successful:

- Demonstration of PYMHWS values
- Achievement of portfolio specific KPI targets (set as part of annual performance process)
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

### Conditions of Employment

PYMHWS is a child-safe organisation and is committed to promoting and protecting the safety and wellbeing of all young people and embedding safeguarding practices into all our programs and services.

All employment appointments are required to:

- Hold a valid Working with Children Check
- Police Check
- Provide evidence of Immunisation history consistent with risk category defined for this role
- Availability to work across multiple locations within the Melbourne metropolitan area

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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 Parkville Youth Mental Health and Wellbeing Service (PYMHWS) 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