

POSITION DESCRIPTION

Position Title:	Mental Health Clinician – Werribee Front End
Service:	Parkville Youth Mental Health and Wellbeing Service (PYMHWS)
Location:	Werribee
Reports To:	CCT Coordinator Region B
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024–2028 / Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021 - 2025
Classification:	Registered Psychiatric Nurse Grade 3 (NP81 – NP3) / Occupational Therapist Grade 3 (YB24 – YB7) / Social Worker Grade 3 (YC6 – YC9) / Psychologist Grade 2 (PK1 - PK4)
Immunisation Risk Category:	Category A
Date of Review:	May 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.

Department Description

PYMHWS Continuing Care team (CCT) for Region B are located across multiple sites in Sunshine, Werribee and Melton. CCT sits within the sub-acute services provided through community based care and is a Monday-Friday 9am-5pm program. CCT focus on meeting the needs of the community by providing effective and responsive mental health treatment to young people aged between 12 and 25 living in the Western and Southwestern regions of Melbourne.

Position Summary

The Mental Health Clinician will focus on provision of triage, crisis intervention, mental health assessments and support short-term treatment interventions and psychoeducation to young people who are experiencing mental health difficulties and require acute psychiatric care.

This role is new to PYMHWS and will involve some hybrid work between CCT and the PYMHWS Youth Access Team (YAT). Young people will be provided with clinical care as part of a new integrated model involving both PYMHWS and headspace working jointly to provide triage and assessment. Triage has until recently all occurred via YAT, however PYMHWS has commenced a regionalised model of care plan, which will better support young people referred to PYMHWS to be triaged and assessed closer to home.

The Mental Health Clinician will collaborate with the young person, their families/carers and relevant service systems to respond appropriately to their mental health needs. This will include consultation and liaison with other mental health services and other service systems regarding the provision of acute psychiatric care.

The service is based at PYMHWS Werribee site, which is a new clinic based on the Victoria University Werribee campus. PYMHWS has an ongoing commitment to improve service accessibility and the development of new sites across the catchment area.

Key Accountabilities

Clinical Practice

- Manage and undertake mental health and risk assessment, short-term treatment, crisis intervention, family work and systems containment, for the young people/families/carers/system.
Timely completion of mental health assessments including formulation, individual service plans, crisis management plans, outcome measures, documentation of young people's progress in client files, discharge summaries and contact sheets.

Service Delivery

- Provide high-quality clinical care based on clinical experience working with young people with serious mental illness.
- Ensure service provision is guided by evidence-based, culturally-safe and trauma-informed principles incorporating the diverse needs of all young people and families, including those from LGBTQI+, Aboriginal and Torres Strait Islander, and culturally and linguistically diverse populations
- Capacity to provide, or develop skills in, integrated assessment, treatment and care for clients with complex presentations, including significant risk, comorbidity and/or disability.
- Manage clinical risk and actively work toward implementing risk reduction strategies.
- Contributes to the timely and effective management of critical incidents and emergency situations, including team and individual debriefing processes.
- Ensure high standards of clinical care that are congruent with PYMHWS' aims – client focused, accessible, responsive and consistent with best practice.
- Capacity to provide, or develop skills in, integrated assessment, treatment and care for clients with complex presentations, including significant risk, comorbidity and/or disability.
- 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, Disability and primary care providers etc.
- Ensure service provision is guided by evidence-based, culturally-safe and trauma-informed principles incorporating the diverse needs of all young people and families, including those from LGBTQI+, Aboriginal and Torres Strait Islander, and culturally and linguistically diverse populations.
- Supporting development of new model for Werribee front end project, which may involve data collection, strengthening of internal and external partnerships.
- 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
- Operate within the legal frameworks e.g., Mental Health Act and Privacy Act.
- Compliance with Health Service and Divisional specific Regulations, Melbourne Health Policy & Procedures, Code of Conduct and the by-laws and Policies and the ethical standards of the profession.
- Participate in research expanding the evidence base regarding youth eating disorders care including innovative care trials and program evaluation.
- Accept accountability to ensure that all clinical information is documented and stored in compliance with the Victorian Health Records Act 2001.

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.

Key Relationships

Internal Stakeholders

- PYMHWS IPU
- PYMHWS HiTH
- PYMHWS YAT
- PYMHWS FYMHS team
- PYMHWS Community Teams
- PYMHWS Service/Unit/Team managers, clinicians and subject matter experts
- PYMHWS Workforce

External Stakeholders

- Western Health
- Mercy Health
- Royal Melbourne Hospital
- Orygen National
- Department of Health, Victoria
- External Vendors

Key Selection Criteria

Formal Qualifications:

Occupational Therapists:

- Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.

- 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.).

Social Workers:

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

Registered Psychiatric Nurses:

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

Psychologists:

- 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).

Essential:

- A minimum of 12-24 months' experience in clinical practice within the mental health field, including young people experiencing mental health disorders
- Demonstrated experience in providing case management, triage and/or assessment
- Ability to develop, implement and evaluate client-centred individual service plans, risk assessments and diagnostic formulations
- Demonstrated commitment to the recovery approach in mental health treatment and support, with a focus on working collaboratively with consumers and families/carers to promote self-determination and enable progress towards reaching consumers personal recovery goals.
- Experience in working in the CAMHS psychiatry sector with the 12-14-year-old client age group is desirable.
- Ability to develop, implement and evaluate integrated client-centred individual service plans, risk assessments and diagnostic formulations.
- Ability to develop effective working relationships, collaborations and partnerships with a range of services within the broader community service system.
- Ability to work independently and effectively within a multidisciplinary team, with evidence of sound conflict resolution skills.
- Well-developed interpersonal and communication skills (written and verbal).
- Knowledge of the rationale and evidence for early intervention in mental illness.
- Ability to work independently and effectively within multidisciplinary teams.
- A commitment to ongoing professional development through access to current literature, continuing education, supervision and attendance at seminars conferences etc.
- 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.
- Willingness to work from a community-based site and across multiple sites if required.
- A current Victorian driver's licence.
- The incumbent may be required to perform other duties as directed.

Desirable:



- Experience working in early intervention in mental health, youth mental health teams and/or youth early psychosis programs, EMH / CATT / ECATT / mental health triage experience
- Nursing: Evidence of current Continuing Professional Development as outlined by ACMHN or RCNA. Evidence ACMHN Credentialed Mental Health Nurse (CMHN); Postgraduate qualification in Psychiatric/Mental Health Nursing
- Occupational Therapists: OT Australia Accredited Occupational Therapy status (AccOT)
- Social Workers: MAASW (Acc) or AASW Accredited Mental Health Social Worker status
- A working knowledge of community-based organisations and human services organisations.
- Computer and keyboard skills.
- Commitment to the development of integrated clinical research within the service
- Understanding of the Children & Young Person's Act, Mental Health Act 1986 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. Victorian Mental Health Reform Strategy, National Standards for Mental Health Services, etc.)

Key Performance Indicators / Success Measures

Your performance will be measured through your successful:

- Demonstration of PYMHWS values - putting people first, leading with kindness and achieving excellence together
- 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

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

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.

Employee Signature



Parkville Youth
Mental Health and
Wellbeing Service

We're here
for youth.

Employee Name (please print)

____ / ____ / ____
Date