



# Position Description

<b>Position Title:</b>	Mental Health Nurse	<b>Approval Date:</b>	December 2020
<b>Authorised By:</b>	CEO	<b>Review Date:</b>	December 2021

**Our Vision** People in our communities enjoy better and longer lives

**Our Role** We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

### Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
- Providing services and supports to people with disability
- Helping older people stay at home longer
- Providing integrated services and supports for children and youth
- Delivering public and private dental services
- Addressing the root causes of vulnerability

**Our People** People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

### POSITION OVERVIEW

<b>Job Purpose</b>	<p>Funded by the EMPHN to deliver an <i>After Hours Mental Health Nurse and Liaison Program</i> in Box Hill, the service provides brief interventions, immediate support, navigation and reconnection into services and follow up.</p> <p>The Credentialed Mental Health Nurse provides mental health nursing and clinical care coordination to consumers with moderate to complex needs in the Mental Health After Hours Nursing Service. Referrals are received by the Stepped Care Services, EMPHN, GP’s and community agencies. Consumers are also able to attend the service without an appointment. Consumers are also diverted from the Box Hill Emergency Department to the AHMHNS where appropriate.</p> <p>The MHN’s provide service from 6 – 11 pm Weekdays and 2pm – 7pm on weekends and public hospitals.</p>
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<p><b>Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Undertake comprehensive mental state, psychosocial, functional and physical assessment of clients</li> <li>• Work with clients, carers, family and non-clinical care coordinators to formulate and implement care plans</li> <li>• Undertake risk assessments of clients and develop risk management plans to provide a safe environment for the client and others</li> <li>• Monitor client’s compliance with medications</li> <li>• Maintain links with GPs, psychiatrists, allied health workers such as psychologists and others involved in the client’s care</li> <li>• Work within the scope of practice defined for the role and as agreed with line manager</li> <li>• Collect and disclose relevant information about clients referred in compliance with relevant legislation and program guidelines</li> <li>• Make referrals to other services when it is in the interest of clients to do so and with the client’s informed consent</li> <li>• Work collaboratively with the client’s family, carers and other supports</li> <li>• Ensure achievement of service targets</li> <li>• Other duties as required</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Approved qualification in Mental Health Nursing; Minimum: Graduate Diploma in Mental Health Nursing</li> <li>• Current and ongoing registration with Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>• Credentialed Mental Health Nurse with the Australian College of Mental Health Nurses (ACMHN)</li> </ul>
<p><b>Key Selection Criteria (Skills, Experience and Qualifications required)</b></p>	
<p><b>Mandatory</b></p>	<ul style="list-style-type: none"> <li>• Ability to work with a high level of autonomy and exercise professional judgement in decision making and clinical practice.</li> <li>• Sound understanding of the causes of stigma and barriers faced by those experiencing mental illness.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Demonstrated ability to work within legislative, ethical, organisational and practice frameworks without the need for close monitoring and high levels of direction.</li> <li>• Demonstrated knowledge of current psychiatric diagnostic and classification systems and assessment tools.</li> <li>• Good working knowledge of mental health symptoms, diagnoses, treatments, interventions, and regional mental health and general health providers.</li> <li>• Knowledge of current psychiatric medications and medication management.</li> <li>• Demonstrated experience of mental health risk assessment, crisis intervention, recovery planning, psycho-education and relapse prevention.</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• A second language</li> <li>• Demonstrated proficient computer skills in MS Office applications (Word and Excel)</li> <li>• Experience working in community/public health or community based setting.</li> </ul>
<p><b>KPIs/Performance Goals</b></p>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• In the mental health, community and/or acute care system – preferably all three</li> <li>• Working autonomously and taking responsibility for achievement of project tasks and reporting deadlines</li> <li>• Working with varied interests toward service innovation and improvement</li> </ul> <p><b>Skill</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to operationalise the recovery model with mental health clients with severe and complex needs who have active and unstable psychiatric mental health</li> <li>• Demonstrated skills and experience in advocacy for and provision of integrated care</li> <li>• Excellent interpersonal and team skills and behaviours, effective verbal and written communication, flexibility and resilience</li> <li>• Ability to adapt and respond to change and respond constructively to challenges</li> </ul>

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<b>Service/Program</b>	Mental Health, Alcohol & Other Drugs and Prevention	
<b>Reports</b>	<b>Job reports to ...</b>	<b>Direct reports ...</b>
	Program Manager – Counselling/ Mental Health/Youth	Nil
<b>Award/EBA</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020	
<b>Classification</b>	Community Health Nurse Grade 4B	

<b>Terms and Conditions</b>	<b>Status</b>	Full time	<input type="checkbox"/>
	(To check boxes, refer to “Guidelines-Check Boxes-2010)	Part time	<input checked="" type="checkbox"/>
		Casual	<input type="checkbox"/>
		Volunteer	<input type="checkbox"/>
		<b>Length of Term</b>	<u>7 months</u>
<b>EFT</b>	<u>0.37 EFT</u>		

## Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks (such as Disability Worker Exclusion Scheme checks) will be required in accordance with government funding requirements and legislation.
- All employees must provide 100 points of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver’s Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisations sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.



# Position Specification

## MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
DWES	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
NDIS	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Credentials/Registration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Other \_\_\_\_\_

## EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition?      Yes                          No   

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

**Signed (employee):** \_\_\_\_\_ **Date:** \_\_\_\_\_