Position Title: Mental Health Nurse  
NW Metro AOD/MH Program

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<tr>
<th>REPORTS TO:</th>
<th>NW Metro AOD/MH Program Co-ordinator</th>
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<tr>
<td>ACCOUNTABLE TO:</td>
<td>Manager, VAHS Family Counselling Service</td>
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<tr>
<td>CONTRACT:</td>
<td>Full Time – 12 Months Fixed Term</td>
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<tr>
<td>DATE:</td>
<td>October 2017</td>
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<tr>
<td>DIRECT REPORTS:</td>
<td>Nil</td>
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ORGANISATIONAL VALUES

We will be grounded in culture and community needs and foster the principles and values of community-control in everything we do.

We will always advocate for the health and wellbeing of our community.

We are committed to providing evidence-based, high quality service.

We will always be respectful, caring, collaborative and inclusive.

Our service will be accessible for all members of the community.

BACKGROUND

The NW AOD/Mental Health Project was funded in 2017 by the North West Primary Health Network (NWPHN) with the primary aim of increasing access to and delivery of culturally appropriate and locally accessible AOD, SEWB/Mental Health and Suicide Prevention support services to Aboriginal people in the North West Metropolitan catchment of Melbourne. VAHS is providing primary coordination of this initiative across the North West catchment.

Building on existing programs and services, VAHS is in a unique position to provide Aboriginal people and communities in Melbourne experiencing AOD/Social and Emotional Wellbeing and Mental Health issues with culturally safe and appropriate support services in the north west catchment.

Overall, the key project objective is for VAHS to collaborate and build partnerships with catchment based service providers (ACCOs, mainstream and Aboriginal specific AOD, SEWB and mental health services) to reduce existing barriers to equitable access to and use of AOD, SEWB, mental health and psycho-social support and mental health care services by Aboriginal clients.

A Mental Health Nurse position will form part of a new and innovative multi-disciplinary team which will also include a part time Therapeutic Counsellor, a part time Psychologist, 2 AOD Counsellors a SEWB Outreach Worker and Program Coordinator. This team will be expected to work on roster basis across a number of sites across the North West catchment which are yet to be confirmed/determined.

The team is part of an established health service and Family Counselling Service team within VAHS, and is supported and informed by the VAHS Model of Care, and will be supported and informed by the VAHS Model of Care to develop and deliver comprehensive assessment and care coordination. The team will also support the ongoing development of a follow up treatment model for Aboriginal people seeking AOD, SEWB and mental health counselling and support services in the North West catchment.
The team will develop strong community linkages supported by mental health/AOD specific clinical expertise to provide an effective and appropriate response. Driven by a partnership approach between ACCHO / ACCO and mainstream service providers, the model focuses on assertive outreach, SEWB and clinical interventions and better access to required services for Aboriginal people with SEWB/Mental health issues.

**POSITION SCOPE**

The role of the **Mental Health Nurse** is to work as part of the NWPHN AOD/Mental Health Program and broader VAHS teams in providing client care, education and support to members of the Aboriginal Community and their family/careers who are experiencing acute and chronic AOD/Mental illness/SEWB issues in the North West catchment.

The position operates under the supervision of the Program Co-ordinator and works as part of a newly established multi-disciplinary team to address AOD/Mental Health/SEWB and Suicide Prevention issues in the North West catchment.

VAHS works within a recovery and strengths based framework. This support aims to assist clients to develop independent living skills, connection to community and culture, social inclusion and ownership of their recovery.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

1. **Provision of Clinical Services**
   - Provide mental, social and physical assessments and care coordination for Aboriginal clients with mental illness.
   - Undertake assessments and contribute to the implementation, monitoring and evaluation of treatment and rehabilitation objectives.
   - Undertake home visits with the Aboriginal Social Emotional Well Being Workers, monitor prescribed treatment compliance and treatment impact, support the client achieve their rehabilitation objectives, and provide advice on treatment modification where necessary.
   - Support clients and their families in treatment compliance and recovery,
   - Provide information and education to clients and families, in order to build their understanding of mental illness.
   - Undertake clinical counselling as appropriate and the provision of depot medications in accordance with the VAHS Procedure for administration, recording and recall of Depot Psych (antipsychotic) injections where necessary.
   - Act as a liaison point between the acute beds at the St Vincent’s and Northern Hospitals.
   - Actively engage in the development of partnership arrangements in the northe western catchment which will support priority access to locally available community based and acute mental health services.
   - Maintain effective working relationships and referral pathways within VAHS and with external services, to ensure that clients receive continuity of care and seamless service delivery, and families can access the services they need in the right place, and at the right time.

2. **Case Management**
   - Assist the VAHS GPs and Aboriginal Health Workers to develop Mental Health Treatment Plans for people with a mental illness, and participate in the review of rehabilitation goals, treatment and care within the clinical review setting.
   - Work collaboratively with relevant services involved in the care of a client and their family.
   - Assist ward based staff at St Vincent’s and Northern Hospitals in interpreting the cultural and spiritual needs of admitted clients and contribute to the formulation of appropriate care plans.
Work collaboratively with hospital staff, the client and carers during the discharge planning stages to ensure optimum transition to other care settings/providers, home and the community.

Contribute to mental health education of clients, their families and the Aboriginal community.

Provide clinical consultation, education and service development to agencies.

Provide consultancy, advice and education to agencies supporting clients with mental illness and to broader community to improve access to services for Aboriginal people.

Manage the administration and recall system for Depot Psych injections at VAHS.

Provide expert clinical advice and secondary consultations to VAHS staff including General Practitioners, Counsellors, Drug and Alcohol Workers, Aboriginal Health Workers, Outreach Workers etc.

3. **General Duties**

- Receive ongoing supervision from relevant senior clinical staff and the NWPHN AOD Program Co-ordinator and Emotional Wellbeing Team Leader.
- Work with other staff within the Family Counselling and Medical Teams to make the best use of Medicare billing to generate income for the expansion of services available to clients with a mental illness and their families.
- Ensure clinical practice meets professional and clinical standards, and participate in relevant peer and clinical reviews.
- Maintain records and collect service data as advised by the Family Counseling Services Manager and contribute to monitoring and evaluation of the program.
- Participate in training opportunities provided by hospital staff and other venues as agreed by the Program Co-ordinator.
- Develop an understanding and promote the philosophy and role of the Victorian Aboriginal Health Service and ACCO’s more broadly.
- Work as part of a multi-disciplinary team within the Family Counselling Service NWPH AOD/MH Program and with other program teams members of staff of VAHS.
- Undertake other duties, which are incidental and peripheral to the main tasks, provided that such duties are reasonable within the employee’s competence and training.

4. **Mandatory Requirements**

- Observe safe working practices as far as practicable to protect personal safety and the health and safety of others.
- Comply with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice.
- All employees are required to participate in the continuous improvement at VAHS and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with statutory and quality related requirements.
- Act at all times in a professional manner in accordance with the policies and practices of the Victorian Aboriginal Health Service.
- Maintain client confidentiality at all times.
- Participate in case management, general staff and Program Unit meetings.
- Participate in on-going professional development and training when necessary.

All VAHS employees must comply with the code of conduct as articulated in the VAHS Policies and Procedures.
KEY SELECTION CRITERIA

- Understanding of and Commitment to the Aboriginal community.
- Qualification and current registration as Division 1 Psychiatric Nurse in the State of Victoria.
- Clinical experience and community mental health experience with a minimum of 3 years’ experience in a range of community mental health settings.
- Credentialed with the College of Mental Health Nurses.
- High level of knowledge and expertise in relation to clinical best practice service delivery, legislation and medication.
- Demonstrated skills in case management and care coordination.
- Excellent communication skills (verbal and written) and the ability to communicate effectively with people at all levels including patients, their carers and the Aboriginal Community and service providers.
- Demonstrated ability to work effectively as part of a multi skilled team.
- Demonstrated ability to work autonomously as required.
- Demonstrated ability to provide flexible responses to client needs.
- Demonstrated collaborative, problem solving and negotiation skills.
- Knowledge of and demonstrated understanding of and commitment to the principles of equity, diversity and occupational health and safety.

CONDITIONS OF APPOINTMENT

Nurses Award 2010
Nurse Level 3 - 4A (depending on experience)

Salary packaging benefits are available subject to VAHS’ on-going Fringe Benefits Tax exempt status. Key Performance Indicators (KPIs) will be set on commencement. A three month probation period applies. Annual performance reviews are undertaken.

VAHS is a Smoke Free Workplace.

VAHS staff are required to familiarise themselves with and abide by VAHS Policies, Procedures, including the Code of Conduct.

Successful applicants are required to have a current full Victorian driving license, undergo a police check and possess a current Working with Children’s Check.

The VAHS offers some programs / services outside of normal business hours. Staff across all VAHS sites may be required to work after hours as an operational requirement of the role if the program / service they work in/ operate outside of normal business hours.

This position is primarily located at the VAHS Fitzroy Office, however the position is required to have a presence at the Preston site and will locate in the western suburbs on a roster basis. VAHS reserves the
right to vary the location of the position according to the needs of the Service and its clients and any future changes to the Service’s area of operation.

Travel will be required, particularly across the various VAHS sites (Fitzroy, Preston and western suburbs) and to provide outreach services.

The position is offered subject to ongoing funding.

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- This position description is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me after discussion/agreement.
- The Position Description will be reviewed annually in consultation with me.

**SIGNED by the EMPLOYEE**


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**SIGNED by the MANAGER**


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