Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Senior Mental Health Clinician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>RPN4</td>
</tr>
<tr>
<td>Program</td>
<td>Community Treatment and Transition (CTT)</td>
</tr>
<tr>
<td>Location</td>
<td>Based at Community Forensic Mental Health Service (CFMHS). 505 Hoddle Street Clifton Hill. May be required to work at other sites from time to time.</td>
</tr>
<tr>
<td>Reports to</td>
<td>CTT team leader</td>
</tr>
<tr>
<td>Roles reporting to this position</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**FORENSICARE - OVERVIEW**

Forensicare is the statutory agency responsible for the provision of adult forensic mental health services across Victoria.

Forensic mental health is a specialist area within the mental health service system. The services provided by Forensicare address the needs of offenders experiencing mental health issues, the mental health sector, the justice sector and the general community.

The primary focus of this work is on providing clinical services for the effective assessment, treatment and management of forensic patients and clients and people with a mental illness who have offended or are at risk of offending. We are committed to providing Recovery-orientated forensic mental health services in which the principles of hope, social inclusion, personalised care and genuine collaboration are fundamental to practice.

These services are delivered through three streams, inpatient services at Thomas Embling Hospital, community services through the Community Forensic Mental Health Service and prison based services at several locations. Forensicare provides a comprehensive research program and specialist training and professional education for our staff and mental health and associated fields.

**ORGANISATIONAL VALUES AND BEHAVIOURS**

The following values reflect who we are as individuals and as an organisation.

- responsiveness
- impartiality
- respect
- human rights
- integrity
- accountability
- leadership

All employees are expected to display behaviours that reflect and promote these values. Staff must adhere to all Forensicare’s policies and procedures at all times.
COMMUNITY TRANSITION AND TREATMENT PROGRAM

This program provide treatment, care and supervision for forensic and civil patients transitioning from Thomas Embling Hospital to ensure they are well supported through their reintegration back into the community. The program assists forensic patients (patients as defined under the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997) to meet the conditions of their Extended Leave until they progress onto a non-custodial supervision order. For civil patients (patients under the Mental Health Act 2014), the program can provide post-discharge assistance to enable smooth linkage to area mental health services and community based support.

POSITION OBJECTIVE

CTT senior mental health clinician oversees a case load of clients who have been discharged from Thomas Embling Hospital (TEH) and is requiring linkage support to area mental health service in the short term (treatment order clients) as well as the case management of CSO clients who have been granted extended leave to reside in the community (CSO clients). The role also involves providing in-reach support to patients and clinical teams at TE H in relation to community transition such as providing advice and consultations on discharge plans, extended leave legal processes...etc.

As the service goes through regular reviews and service improvement, the incumbent would also be required to participate in service wide quality improvement activities, including the collection and reporting and data.

While it is expected that clinicians work autonomously, there is capacity for project, joint or group work. The incumbent is expected to engage in backfill or and discipline specific activities as directed by line manager.

KEY RESPONSIBILITIES

AREA OF RESPONSIBILITY 1: Operational Requirements / Clinical Performance

- Provide high quality intensive support of treatment ordered clients post discharge and case management of CSO clients on extended leave.
- Provide high quality assessment and intervention for high risk clients in the community, including the formulation of initial and ongoing risk assessments of clients to develop risk management, crisis plans and comprehensive care.
- Participate on an advisory level, in the intra-hospital transfer or discharge planning of patients from TE H.
- Foster and maintain professional relationships with key stakeholders.
- Provide support and education to carers in the ongoing treatment and care of the client.
- Provide client care in a legal and ethical manner, consistent with the Victorian Charter of Human Rights.
- Maintain Forensicare’s reputation and brand at Court and other networking forum with utmost professionalism.
- Partake in the planning, implementation and evaluation processes within CFMHS.
• Display a high standard of clinical practice and professional conduct at all times.
• Provide support, supervision, education and guidance to other staff.
• Demonstrate high level of self-motivation and ability to work autonomously.
• Implement proactive strategies to identify opportunities and challenges which assist CFMHS in managing change.
• Demonstrate leadership in clinical and policy issues related to CTT and CFMHS.
• Demonstrate a pro-active and flexible approach to the resolution of complex situations.
• Adhere to professional code of conduct and work within legal and ethical framework.
• Demonstrate a thorough understanding and application of relevant discipline specific code of conduct and practice standards.
• Comply with National Standards for Mental Health Services.
• Participate in the supervision of other staff as directed by line manager and acts as a resource person and role model for other staff within CFMHS.

AREA OF RESPONSIBILITY 2: Communication and Consumer Focus

• Demonstrate excellent written and verbal communication skills.
• Communicate effectively with key stakeholders to enhance service delivery and client outcomes.
• Demonstrate excellent communication skills in recording and reporting clinical information in a timely manner.
• Complete a necessary administrative tasks as required by the role.
• Handover documentation is completed in a thorough manner in order to minimise disruption to client care.
• Demonstrate sound communication skills in recording and reporting information to the multi-disciplinary team.
• Outcome measurement data is recorded in accordance within mandatory timeframes.
• All documentation and data gathering meets legislative and organisational requirements.
• Engage constructively and share information on work related matters with colleagues and team members to support delivery of the best and most appropriate service outcomes.

AREA OF RESPONSIBILITY 3: Professional Development

• Participate in mandatory safety training and any Forensicare specific mandatory training on an annual basis as defined in the Mandatory Training policy.
• Utilise opportunities for own professional development.
• Participate in processes involving critical self-reflection, and supervision.
• Take part in the Performance Appraisal process which includes developing a professional development plan as per Forensicare policy.
• Demonstrate a commitment to ongoing education and professional development through accessing internal and external staff development opportunities.
• Attend training courses as agreed.

Other Tasks and Duties as Deemed Appropriate by the Manager and Within the Capabilities of the Person at the Time

CONSUMER AND FAMILY/CARER LEADERSHIP AND PARTICIPATION

Forensicare engages and works together with consumers and families/carers by promoting a recovery approach that is enriched when the diversity of experiences is shared. By endorsing the lived experience
of those who use our services across all levels of the organisation, we take steps to bring about a genuine and meaningful approach to service design, delivery and evaluation.

It is therefore expected that all employees will:

- Demonstrate a commitment to person-centered and family/carer inclusive care, incorporating consumer and family/carer perspectives into service delivery at both and individual and organisation wide level.
- Collaborate with the members of the Livel Experience Team (consumer Consultants, Peer Workers and Family Care Consultants) to improve service design and quality.
- Acknowledge the unique issues and concerns experienced by consumers and families/carers involved in the forensic mental health system.
- Understand the core principles and philosophies of the Australian mental health consumer and carer movement and recovery.
- Promote the principles of consumer and family/care rights and responsibilities.

**QUALITY, SAFETY AND RISK MANAGEMENT**

Forensicare is committed to providing high quality care to consumers and carers where safety and risks are actively managed and a culture of transparency, team work, collaboration and continuous improvement is encouraged.

All staff must take personal responsibility for the quality and safety of their work. This requires staff to:

- Practice within the guidelines of the National Safety and Quality Health Service Standards and the National Standards for Mental Health Services and other regulatory requirements.
- Follow organisational safety, quality and risk policies, procedures and guidelines.
- Participate in the reporting and analysis of safety and quality data and adverse events.
- Escalate concerns regarding safety, quality and risk to an appropriate staff member.
- Ensure identified opportunities for improvement are raised and reported appropriately.
- Participate in improvement activities and service redesign initiatives.
- Comply with professional regulatory requirements and codes of conduct as appropriate.
- Regularly update skills, knowledge and competencies to provide the best care and services possible by participating in appropriate professional development activities and other quality, safety and risk training.

**OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

It is the policy of Forensicare to provide the healthiest and safest working conditions and systems of work practicable. The personal commitment and involvement of all employees is essential to establish and maintain a healthy and safe working environment.

- Complies with OHS requirements by providing a safe physical and emotional environment.
- Endeavour to understand safety standards and policies.
- Take care to protect own safety and safety of other people in the workplace.
- Follow safe work practices.
- Seek clarification on safety matters and when uncertain or unresolved, escalate to a higher level.
- Participate in OHS consultation and OHS training initiatives.
- Co-operate with managers and supervisors in the interest of health and safety.
- Report hazards and injuries.

**INFECTION PREVENTION AND CONTROL**

Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing risk reduction strategies. Standard precautions must be used at all times to ensure safety of patients/clients, and staff.

**KEY SELECTION CRITERIA**

- A minimum of 5 years post qualification experience within Mental Health, preferably recent experience in community mental health setting or a demonstration of significant and extensive experience working within a clinical mental health capacity.
- Approved degree in Psychiatric Nursing and is registered with AHPRA
- Working knowledge of community based resources and services, including drug and alcohol and accommodation services with demonstrated experience in stakeholders liaison and management.
- Knowledge of relevant legislation, the mental health system, and the criminal justice system.
- Demonstrated experience and competency in conducting mental health and risk assessment, and in planning, implementing, co-ordinating and evaluating complex case management interventions within a recovery framework.
- Demonstrated ability to provide leadership in a multi-disciplinary team to promote high standards of clinical practice. This includes the supervision, support and training of staff and students.
- Excellent interpersonal and communication skills, including well developed problem solving and conflict resolution skills.
- Computer competency.
- Holds a current Victorian Drivers licence.

**OTHER RELEVANT INFORMATION**

- Forensicare is an equity employer, and does not tolerate Bullying and Harassment.
- Forensicare acknowledges and values the cultural and social diversity of our consumers, families and carers and staff and seeks to ensure that our work environment and service delivery is responsive to diversity and free from discrimination and prejudice.
- Forensicare is a smoke free environment.
- A police check will be required prior to any appointment and will be periodically carried out during your employment.
- You may be required to have a current Victorian drivers licence.
**JOB DEMAND ASSESSMENT**

**FREQUENCY DEFINITIONS**

- **O** (Occasional) – Activity exists up to 1/3 of the time when performing the task.
- **F** (Frequent) – Activity exists between 1/3 and 2/3 of the time when performing the task.
- **C** (Constant) – Activity exists more than 2/3 of the time when performing the task.
- **R** (Repetitive) – Activity involves repetitive movements.
- **N** – Not Applicable.

<table>
<thead>
<tr>
<th>Job Demands</th>
<th>Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>O</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>F</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>C</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>R</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>N</strong></td>
</tr>
</tbody>
</table>

**PHYSICAL DEMANDS**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kneeling/Squatting</td>
<td>Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels</td>
<td>X</td>
</tr>
<tr>
<td>Leg/Foot Movement</td>
<td>Tasks involve use of the leg and or foot to operate machinery</td>
<td>X</td>
</tr>
<tr>
<td>Hand/Arm Movement</td>
<td>Tasks involve use of hands/arms – eg stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.</td>
<td>X</td>
</tr>
<tr>
<td>Bending/Twisting</td>
<td>Tasks involve forward or backward bending or twisting at the waist.</td>
<td>X</td>
</tr>
<tr>
<td>Standing</td>
<td>Tasks involve standing in an upright position without moving about</td>
<td>X</td>
</tr>
<tr>
<td>Driving</td>
<td>Tasks involve operating any motor powered vehicle</td>
<td>X</td>
</tr>
<tr>
<td>Sitting</td>
<td>Tasks involve remaining in a seated position during task performance</td>
<td>X</td>
</tr>
<tr>
<td>Reaching</td>
<td>Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.</td>
<td>X</td>
</tr>
<tr>
<td>Walking/Running</td>
<td>Tasks involve walking on even surfaces</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Tasks involve walking on uneven surfaces</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Tasks involve walking up steep slopes</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Tasks involve walking down steep slopes</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Tasks involve walking whilst pushing/pulling objects</td>
<td>X</td>
</tr>
<tr>
<td>Climbing</td>
<td>Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees</td>
<td>X</td>
</tr>
<tr>
<td>Working at heights</td>
<td>Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.</td>
<td>X</td>
</tr>
<tr>
<td>Lifting/Carrying</td>
<td>Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>1. Light lifting/carrying (0-9 Kg)</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>2. Moderate lifting/carrying (10-15 Kg)</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>3. Heavy lifting/carrying (16 Kg and above)</td>
<td>X</td>
</tr>
<tr>
<td>Restraining</td>
<td>Tasks involve restraining patients/clients/others</td>
<td>X</td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td>Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.</td>
<td>X</td>
</tr>
<tr>
<td>Grasping</td>
<td>Tasks involve gripping, holding, clasping with fingers or hands.</td>
<td>X</td>
</tr>
<tr>
<td>Manual Dexterity</td>
<td>Tasks involve fine finger movements – ie keyboard operation, writing.</td>
<td>X</td>
</tr>
</tbody>
</table>

**SENSORY DEMANDS**

<table>
<thead>
<tr>
<th>Senses</th>
<th>Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sight</td>
<td>Tasks involve use of eyes (sight) an as integral part of task performance – eg looking at screen/keyboard in computer operation, working in dark environment, interpreting x-ray film</td>
<td>X</td>
</tr>
<tr>
<td>Hearing</td>
<td>Tasks involve working in a noisy area – eg boiler room, workshop and/or operation of noisy machinery/equipment</td>
<td>X</td>
</tr>
<tr>
<td>Smell</td>
<td>Tasks involve the use of the smell senses as an integral part of the task performance – eg working with chemicals</td>
<td>X</td>
</tr>
<tr>
<td>Taste</td>
<td>Tasks involve use of taste as an integral part of task performance</td>
<td>X</td>
</tr>
<tr>
<td>Touch</td>
<td>Tasks involve use of touch as an integral part of task performance</td>
<td>X</td>
</tr>
</tbody>
</table>
### AGREEMENT

I have read, understood and agreed to comply with the position description.

Name:  
Signature:  
Date:  

<table>
<thead>
<tr>
<th>DATE LAST REVISED</th>
<th>BY WHOM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>