

Position Title:	Mental Health Clinician		
Department:	Centralised Triage	Cost Centre:	H0500
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024 / Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021-2025		
Classification:	Registered Psychiatric Nurse Grade 3, Social Worker and Occupational Therapist Grade 2, Psychologist Grade 2		
Reports To:	Referral Services Manager		
Infection Control Risk Category:	Category A - Direct patient contact		
Primary Purpose:			
<p>Located within the Referral Services Team, this position is responsible for providing recovery oriented and trauma informed mental health triage across the Directorate. The team provides mental health screening assessments and directs care to the most appropriate team for assessment and treatment, or provides warm referral to an appropriate provider if mental health services are not best placed to meet the need.</p>			
Accountabilities and Key Results Areas:			
<ul style="list-style-type: none"> • Act as a single entry point for new referrals to the Area Mental Health service • Provide comprehensive, developmentally appropriate, mental health screening assessment and triage functions, including obtaining collateral information where appropriate, across the lifespan and to the entire catchment • Based on screening assessment allocate follow-up according to Victorian Mental Health Triage Response categories • Input appointments into MasterCare duty work diaries in line with clinical response required. • Make direct contact with duty workers via phone if urgent or consumer is awaiting contact in the Emergency Department • Document all information obtained and decisions made in MasterCare screening register contemporaneously (and where appropriate, TRAK and other clinical or referral systems) • Submit reportable contact hours per DHHS requirements • Escalate any issues of concerns to senior staff • Ensure comprehensive documentation of screening register including history of referrals and concerns, current legal status and orders, assessment of static and dynamic risks • Undertake history searched on CMI/ODS, and facilitate the provision of historic information from other service providers • Screen for family violence, eating disorders and provide this information to the follow-up clinical team • Communicate clearly when ineligible referrals have been received and provide information on appropriate support agencies to ensure the consumer need is met • Send written communication to referrers regarding outcome of referral if for no further action due to ineligibility or declined service • Facilitate bed management functions (after hours) for admission to Acute Mental Health Inpatient Unit. 			
Generic Responsibilities and Accountabilities:			
<ul style="list-style-type: none"> • Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to: <ul style="list-style-type: none"> – Infection Control policies – Confidentiality policy and privacy legislation – Occupational Health and Safety policies and regulations – Guidelines of the State Services Authority including the public sector – Employment principles and Code of Conduct – Fire, disaster and other emergency procedures – Smoke Free Campus policy – Risk Management policies and guidelines – Consumer Participation Strategy • Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as; <ul style="list-style-type: none"> – Fire, Emergency Responses and Manual Handling • Respect the rights of individuals. • Provide a child safe environment. 			

- Maintain a current Immunisation status in alignment with South West Healthcare’s Immunisation policy.
- Maintain a current and clear Criminal History Check (Police Check), Working With Children Check and NDIS Worker Screening Check where applicable.
- Promote the organisation in a positive manner.
- Participate as a cohesive member of the South West Healthcare team.
- Participate in Continuous Quality Improvement within the organisation.
- Accept responsibility for your own personal belongings.
- Respect and appropriately care for the organisation’s property and equipment, and
- Participate in an annual Staff Development Review.

Key Relationships:

Internal:	All Teams and Programs of the Mental Health and Wellbeing Service
External:	Sources of referral including but not limited to General Practitioners, Emergency Department and Urgent Carer Centres, Victoria Police, Consumers and family members, Social Support Agencies, Government and Non-Government agencies

Position Impact:

Direct Reports:	N/A
Budget:	N/A

Selection Criteria:

- Appropriate qualifications and registration with relevant Board or association:
 - Nursing - Registration with the Nursing and Midwifery Board as a Registered Nurse
 - Occupational Therapy - Degree in Occupational Therapy and registration with the Australian Health Practitioner Regulation Agency
 - Psychology - Registration with the Australian Health Practitioner Regulation Agency as a Psychologist
 - Social Work - Degree in Social Work and eligibility for membership of the AASW
- Highly developed organisational skills and broad experience in the assessment of mental health concerns
- Excellent communication and interpersonal skills
- Ability to prioritise and manage own workload as allocated by Senior Staff
- Ability to work with limited direction, be self-motivated, and provide effective problem-solving, negotiation and change management.
- Comprehensive knowledge of relevant legislation and policy directions of mental health services, including application in a community based environment.
- Demonstrated knowledge and experience in computer skills is required.
- A valid Working with Children Check is required.
- A current Victorian drivers licence is required.

Approvals:

Employee Signature:		Date:	
Manager’s Signature:		Date:	