

## Position Description

<b>Position Title</b>	Team Coordinator – Brimbank Melton Infant, Child and Family Health and Wellbeing Hub		
<b>Unit / Branch</b>	Division of Medicine (Mental Health)		
<b>Classification</b>	Multidisciplinary OT4/P4/SW4/SP4/RPN5	<b>Employment Status</b>	Full-Time, Ongoing 1.0 FTE
<b>Position reports to</b>	Operations Manager (for operations supervision) Discipline Senior (for clinical supervision)		
<b>Location</b>	Location yet to be chosen from within the Brimbank Melton area		
<b>No of direct &amp; indirect reports</b>	N/A		
<b>Position Contact</b>	Jane Blurton, Service Transformation Manager, 0419 009 377		

### The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### ROLE CONTEXT

The Royal Commission into Victoria's Mental Health System's final report was released in March 2021. It set out a blueprint for a future mental health and wellbeing system in Victoria to be achieved through a series of structural, cultural and clinical reforms to be implemented over ten years.

One of these major reforms was to create Local Mental Health and Wellbeing Services – a fourth tier in a new six tier system. Local Mental Health and Wellbeing Services provide treatment, care and support for Victorians with mild to moderate mental health challenges – delivering secondary care services across Victoria. Recommendation 19.3 of the Final Report is to establish three Infant, Child and Family Health and Wellbeing Hubs, as the first Local Mental Health and Wellbeing Services for infants and children aged 0-11 and their families.

One of these first three hubs will be located in Brimbank Melton and the RCH Mental Health Service has been chosen to provide the mental health component of the hub. The hubs fully integrate paediatrics, mental health and family services under the one roof so that families can receive the services they need in the one place.

The hubs will help infants and children aged 0-11 who are experiencing emotional, social and/or behavioural issues. The hubs have a low barrier to entry and are designed to be non-stigmatising, accepting referrals directly from families, as well as health, educational and social services professionals. With RCH Mental Health Service delivering the mental health services in the Brimbank Melton hub, this will mean that there is full integration between secondary care and tertiary services in Brimbank Melton, allowing families to seamlessly move up and down the tiers of the system as their mental health challenges change.

#### **ROLE PURPOSE**

The Team Coordinator role is a new position and will be responsible for standing up the new Brimbank Melton hub, as one of the first services of its kind in Victoria. It is a leadership position within the RCH Mental Health Service and will work with significant autonomy. As well as directly working with families, the Team Coordinator will be responsible for establishing the relationship with the lead community health service for the hub, developing a model of care for the mental health services in the hub, including co-designing this with families with a lived experience and employing the clinical mental health team for the hub.

It is anticipated that the hub will open in July 2022, with activity gradually increasing over time.

The RCH Mental Health Service has a significant learning and development program and invests in supporting our staff to pursue their professional practice, carers and passions.

#### **KEY ACCOUNTABILITIES**

- Develop a model of care (including a codesign process with families with a lived experience) and an operational budget for the new hub
- Develop strong working relationships with the lead community health service for the hub, as well as the registered family services provider
- Recruit a capable team of mental health clinicians and support staff to provide the mental health services in the hub
- Provide operational and clinical supervision to the team to ensure that recovery-focused care of a high clinical standard is provided including thorough and responsive assessment, collaborative Individual Treatment Planning (ITP), high quality therapeutic care and well-planned discharge/transition to other services/providers and that waiting times are minimised
- Establish the referral pathways and working relationships between the hub and the level 5 tertiary service, also operated by the RCH Mental Health Service
- Work directly with infants and children and their families to provide clinical intervention to recovery-based care
- Oversight of the clinic-based appointment system, adjusting clinicians' job plans if required on review
- Completion of mandatory client contacts, outcome measures and report activity levels (statistics) to support team/s meeting KPI obligations, along with accurate, timely and professional clinical record keeping and documentation
- Active participation in all forms of supervision (operations, professional and clinical) but also provision of high quality, meaningful supervision to those in the team
- Effective response to human resource issues as they arise including oversight of staff wellbeing within the team, recruitment (where approved), leave planning/rostering and cover arrangements, performance management and ensure staff actively participate in individual Performance Development Assessment Programs; and to seek support from the Operations Manager at any time for additional guidance and support
- Monitoring of revenue and expenses relating to cost centres managed
- Oversight of day-to-day administrative team functions ensuring clear roles and responsibilities for team functioning, the team's adherence to RCH Policy and Procedures clear documentation of local site processes/procedures, completion of team contacts and other activities within set timelines, etc
- Competence in the use of an Electronic Medical Record (EMR), and oversight of teams' training competence in the EMR
- Maintenance of accurate records of own client and other reportable contacts through EMR and record contact hours through RAPID

- Provision of accurate and timely monthly reports including accruals to Operations Manager

## QUALIFICATIONS AND EXPERIENCE

### Essential:

The successful applicant will have one of the following qualifications:

#### Occupational Therapist:

- Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency.
- Uphold the OTA Code of Ethics

#### Clinical Psychology:

- Full registration with the Psychology Board of Australia and endorsement as a Clinical Psychologist with the Psychology Registration Board of Australia (Master's Degree minimum)
- Hold a Masters or Doctoral coursework qualification in Clinical Psychology that has been approved by the Psychology Board of Australia.
- Registration endorsement or eligibility for endorsement in the Approved Area of Practice of Clinical Psychology.
- Continuously satisfy the PBA continuing professional development standards
- Uphold the PBA Code of Ethics
- Psychology Board Approved Supervisor status

#### Social Work:

- Holds a degree qualification in Social Work that has been approved by the Australian Association of Social Workers (AASW) for membership as a Social Worker
- Eligibility for membership of AASW
- Meet AASW accreditation standards for Continuing Professional Education
- Uphold the AASW Code of Ethics

#### Psychiatric Nursing:

- Registered as a Nurse with the Australian Health Practitioner Regulation Authority with approved/endorsed postgraduate qualifications in Psychiatric Nursing.
- Minimum of one year post qualification clinical experience in child and youth public mental health.

#### Speech Pathology:

- Meet the requirements of Professional Self-Regulation program
- Uphold the SPA Code of Ethics

#### Additional Essential criteria:

- Demonstrated effectiveness in working in true partnership with other community mental health teams and community/family welfare agencies to plan and implement effective interventions for children and young people experiencing complex mental health problems
- Depending on discipline, required years of experience in accordance with EBA will apply
- Clinical experience in a tertiary mental health setting, preferably working with infant and children and their families
- Experience in supervising students
- Experience in providing quality clinical/professional supervision
- Demonstrated skills, knowledge and behaviours in successfully leading staff / teams and or change initiatives.
- Expertise in a clinical speciality area relating to your discipline.

#### Other Requirements:

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties
- The employee needs to ensure that they maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure

#### KEY SELECTION CRITERIA

Excellence and success in leadership, change management and quality improvement  
 Excellent, senior level clinical skills in child and adolescent mental health working with recovery-focused, evidenced-based and family-friendly approaches  
 Demonstrated ability to manage a team of mental health clinicians to deliver high quality care  
 Demonstrated ability to undertake financial oversight and reporting for clinical activities  
 Demonstrated capacity in human resource management and fostering staff wellbeing  
 Strong organisational skills  
 Well-developed capacity to develop and maintain partnerships with key service providers  
 Knowledge of developments in the field of child and adolescent mental health  
 Highly developed written and verbal communication skills and inter-personal skills  
 Competency in Information Technology software (e.g. Microsoft Office, internet search engines, etc.)

#### IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

#### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- *We do better work caring for children and families when we also care for each other*
- *I actively promote and celebrate our diverse team*
- *I bring a positive attitude to work – I share, I laugh, I enjoy other's company*
- *I take responsibility for my behaviour and its impact on others*
- *I am curious and seek out ways to constantly learn and improve*
- *I celebrate the good stuff, the small stuff, the big stuff – it all matters*
- *I speak up when things aren't right*
- *I value the many different roles it takes to deliver great patient care*
- *I actively listen to others, because I want to make the best decision*

#### QUALITY, SAFETY AND IMPROVEMENT

RCH Employees are required to:

- Act in accordance and comply with all relevant Safety and Quality policies and procedures
- Participate in and contribute to quality improvement programs and commit to RCH Values

- Comply with the Requirements of the National Safety & Quality Health Service Standards
- Comply with all relevant clinical and/or competency standards
- Comply with the principles of Patient and Family Centred Care that relate to this position

**Position description last updated**

April 2022