The Royal Children's Hospital Melbourne

Position Description

Position title	Senior Mental Health Clinician- Groups Coordinator
Department / Division	Division of Medicine /Mental Health
Classification	Grade 4 Occupational Therapist (YR9-YR12) Grade 3 Psychologist (PL1-PL4) Grade 4 Social Worker (HR25-HR27) Grade 4 Speech Pathologist (HR13-HR16) Grade 4 Registered Psychiatric Nurse (NP75-NP77)
Position reports to	Operational: Site and HOPE Coordinator Professional: Discipline: Senior Mental Health Discipline Lead or RCH Discipline Lead where a vacancy exists
No. of direct & indirect reports	(N/A)
Location	The Royal Children's Hospital, Travancore Site
Risk category	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is *A world where all kids thrive*. 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

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ROLE CONTEXT

The RCH's Infant, Child and Family Area Mental Health and Wellbeing Service (RCH Mental Health) Child Hospital Outreach Post-suicidal Engagement (C&Y HOPE) program provides tailored holistic support to children ages 5 to 11 years old who are experiencing deliberate self-harm, suicidal thoughts and attempts who reside within the North and West Metropolitan Area of Melbourne, as well as their families/ care systems. The program aims to provide psychosocial and clinical support to children, young people and their families/carers for up to 3 months to address factors that may have contributed to the child/young person presenting with deliberate self-harm and/or suicidal thoughts and attempts. The program would initially work closely and form partnerships with the RCH emergency department, the many departments and teams within RCH Mental Health as well as external mental health care providers.

ROLE PURPOSE

The Senior Mental Health Clinician- Groups Coordinator will design, coordinate, and facilitate evidence-based group programs for children aged 5–11 years with complex and tertiary-level mental health needs, and their parents/carers. Programs will focus on enhancing emotional regulation, social skills, recovery from trauma, and parenting capacity, delivered in alignment with trauma-informed, culturally safe, and family-inclusive principles. The role will oversee all aspects of group delivery, including program design, participant screening, facilitation, evaluation, and continuous improvement. Working within the Infant, Child and Family Area Mental Health and Wellbeing Service, the Groups Coordinator will collaborate with multidisciplinary team members to ensure group interventions complement individual recovery plans and meet service priorities.

KEY ACCOUNTABILITIES

Provision of Care

- Design, coordinate, and deliver structured, evidence-based therapeutic group programs for children and their parents/carers
- Ensure programs are developmentally appropriate, trauma-informed, culturally safe, and responsive to neurodiversity
- Conduct pre-group assessments to determine suitability and readiness of participants.
- Provide high level of clinical input to integrate group participation into individual treatment and recovery care plans.
- Lead and co-facilitate groups, applying advanced skills to manage group dynamics and respond to behavioural or emotional crises
- Provide timely and effective clinical handover to relevant services following group completion.
- Liaise with internal and external stakeholders, including schools and community agencies, to support participant engagement and continuity of care
- Maintain accurate and timely clinical documentation in accordance with RCH and discipline-specific guidelines.
- Actively participate in, provide and contribute to continuous improvement and continuing education opportunities
- Plan for, and effectively manage, contingencies that may affect the performance of healthcare activities
- Act to reduce error and sources of risk in own practice, as well as the broader discipline and department Ensure timely provision of discipline services through appropriate prioritisation of stream, departmental caseload and consumer needs
- Be a source of clinical expertise, advocacy and guidance within the clinical stream, across the department and within the broader multidisciplinary team

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Lifelong learning

- Maintain up-to-date knowledge of evidence-based group interventions for children and families in tertiary mental health settings.
- Identify personal and professional development needs and implement strategies to address them.
- Participation in professional development activities to ensure that best clinical practice is maintained.
- Ensure processes, frameworks and/or support tools are in place for enhancing learning through reflection.
- Comply with specific requirements for AHPRA registration meet CPD requirements of relevant professional body.
- Participate in teaching (internal and external)
- Model a commitment to continuing professional development, and support junior staff in developing and accomplishing professional goals and objectives
- Foster a culture in which feedback is used as a positive strategy to enhance goals, awareness, and learning

Collaborative Practice

- Work closely with multidisciplinary team members to ensure group programs are integrated into broader service delivery.
- Provide secondary consultation and advice to colleagues regarding group facilitation and family engagement.
- Promote and develop partnerships with external service providers to enhance coordinated care.
- Model best-practice group facilitation skills for junior staff and students.
- Demonstrate a flexible and adaptable approach to functioning in a team environment to enhance the team's performance and ensure ongoing excellence in service delivery

Communication

- Demonstrate highly developed verbal communication and interpersonal skills with children, families, and service providers.
- Provide clear, accurate, and timely updates to referring clinicians and care coordinators and ensure systems are in place for
- coordinating and performing appropriate clinical handover and arranging follow-up to ensure consumer care is maintained
- Record participation and outcome data in Electronic Medical Records and relevant reporting systems

Continuous improvement

- Implement evaluation processes for all group programs, including participant feedback and outcome measures.
- Analyse data to inform program refinement and service improvement
- Actively reduce sources of risks and escalate risks appropriately within the HOPE program team and RCH Mental Health Department
- Actively contribute as an individual and team member to the continuous improvement of consumer safety and quality of services provided
- Contribute positively to change processes, through demonstrating flexibility and openness to change

Organisation and Planning

- Demonstrate highly developed organisational and planning skills with ability to prioritise workload and competing demands

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Research

- Understand the principles of evidence-based practice, and critically evaluate clinical practice in light of available evidence, experience and patient/ family values and circumstances
- Evaluate current practice with respect to the evidence
- Find, critically review, evaluate and interpret literature and apply to current role/service

Supervision

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework
- Provide clinical supervision to staff and students, and deliver regular, constructive and developmental feedback to team · Provide clinical and operational leadership in area of expertise, ensuring consultation with the G4 or manager as appropriate

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary Qualification or equivalent in relevant discipline
- Current Registration as an Occupational Therapist, Psychologist or Registered Nurse with the applicable Health Practitioner Board or a qualified Social Worker or Speech Pathologist.
- 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 the EBA will apply

For Social Work applicants:

- Hold a degree in Social Work from an accredited course/university
- Be eligible for membership of ASW
- Meet AASW accreditation standards for Continuing Professional Education
- Uphold the AASW Code of Ethics

For Occupational Therapist applicants:

- Hold an OT degree qualification or equivalent from an accredited course/university
- Be registered with AHPRA and as such have satisfied the requirements of continuing professional development and recency of practice
- Eligibility for membership of OT Australia
- Uphold the Code of Ethics, OT Australia

For Nurse applicants:

- Hold a Nursing degree qualification or equivalent from an accredited course/university
- Be registered with AHPRA and as such have satisfied the requirements of continuing professional development and recency of practice
- Holds a post graduate diploma in psychiatric/mental health nursing qualification or having completed a specialist undergraduate psychiatric nursing program
- Two years post initial registration experience working in mental health

For Psychology applicants:

- Completion of accredited Master or Doctoral program in an area of practice recognised by the Psychology Board of Australia. (Note Master of Psychology qualification does not meet this criterion)
- Hold general registration with the Psychology Board of Australia (Board)
- Hold an Area of Practice Endorsement, or be eligible and willing to undertake a registrar program (a Board-approved post-Masters Degree or post-Doctoral Degree supervised practice program for the purpose of gaining an area of practice endorsement)
- Continuously satisfy the Psychology Board of Australia continuing professional development standards
- Uphold the Psychology Board of Australia Code of Ethics
- Applicants must hold an Area of Practice Endorsement in a relevant area for this role or be eligible and willing to undertake a Board-approved registrar program for the purpose of gaining an area of practice endorsement.

For Speech Pathology applicants:

- Hold a degree in Speech Pathology from an accredited course/university
- Be eligible for Certified Practising membership of Speech Pathology Australia and meet the requirements of the SPA professional self-regulation program
- Uphold the SPA Code of Ethics

Desirable

- An understanding of the healthcare sector and / or child development.
- Experience in delivering groups in a tertiary child and adolescent mental health setting.
- Training or certification in specific evidence-based group interventions for children and/or parents.
- Qualification in evidence-based parent or family interventions for suicide and self-harm.

KEY SELECTION CRITERIA

- Excellent clinical skills and experience in the provision of effective and efficient child and adolescent mental health care
- Ability to practice autonomously, as well as within an interdisciplinary team
- Active participation in quality improvement and program evaluation
- Demonstrate upholding and promotion of clinical and professional standards of practice.
- Commitment for delivery of evidence-based practice and continuing professional development including an ability to find and apply evidence in decision-making
- Excellent written and verbal communication skills and inter-personal skills
- Awareness and understanding of legal obligations when working in a CAMHS context in Victoria
- A flexible and adaptable approach to functioning in a team environment that enhances the team's high performance
- Excellent clinical skills and experience in designing, delivering, and evaluating group programs for children and families.
- Ability to manage group dynamics and facilitate therapeutic change in diverse participant groups.
- Ability to integrate group interventions into broader treatment and recovery plans.
- Strong collaboration skills with multidisciplinary teams and community stakeholders.
- Commitment to evidence-based, trauma-informed, and culturally safe practice.
- Excellent written, verbal, and interpersonal communication skills.

- Strong organisational and program coordination skills.

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 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 (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

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

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

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 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 because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

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The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	**April 2026**