

Position Description

Position title	Team Coordinator - Brimbank Melton Children's Health and Wellbeing Local (Children's Local)
Department / Division	Division of Medicine, Department - Mental Health
Classification	Multidisciplinary OT5 – AJ11-AJ14 P4 – PM1-PM5 SW5 – AJ57-AJ60 SP5 – AJ 20-AJ23
Position reports to	RCH Mental Health Service Operations Manager (for operational supervision) Discipline Senior (for clinical supervision)
No. of direct & indirect reports	9-10 direct reports
Location	Brimbank Melton Hub - 499 Ballarat Road, Sunshine With a likely move to Melton during 2027
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 <i>a world where all kids thrive</i>. 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

ROLE CONTEXT

The Royal Commission into Victoria's Mental Health System's final set out a series of reforms to mental health services In Victoria. 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. The Brimbank Melton was chosen a location to establish a children's hub. Operated by a partnership between IPC, Western Health and the RCH Mental Health Service. These hubs 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 offer an integrated model of care that is designed to be non-stigmatising, accepting referrals directly from families, as well as health, educational and social services professionals. RCH operates as part of a broader multidisciplinary team at the Local delivering the mental health services in the Brimbank Melton hub. Further this supports integration between secondary care and tertiary services in, allowing families to seamlessly move up and down the tiers of the system as their mental health challenges change. The team coordinator contributes to service integration, workforce leadership, partnership development as well as operational management.

ROLE PURPOSE

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KEY ACCOUNTABILITIES

- Deliver the mental health model of care in the context of the broader Local model of care
- Ensure all services are delivered in accordance to relational and functional recovery principles while using evidence based interventions
- Ensure the service is delivered within the prescribed annual operational budget. Involves invoicing for revenue, monitoring revenue and expenses, making adjustments to expenses to bring back to balance and providing explanation for budget variances
- Operate the mental health service in accordance with the written agreement with IPC Health
- Develop, implement and monitor an annual operational plan with the mental health team
- Provide regular reports on activity, quality improvement and service developments to RCH senior leadership, IPC management and Western Health
- Be an active, productive and consistent part of the Local Leadership Team
- Develop, strengthen and evaluate working partnership with IPC leadership
- Support the professional development of the mental health team and broader Local team, through skills auditing, training, consultation and evaluation
- Provide operational supervision to all mental health members ensuring that activity and quality indicators are achieved
- Strengthen referral pathways and working relationships between the Local and the level 5 tertiary service, also operated by the RCH Mental Health Service
- Provide intake support, allocations to clinicians, monitoring responsive assessment, ensuring family goal directed care plans, tailored high quality therapeutic care and well-planned discharge/transition to other services/providers ensuring that waiting times are minimised through the care pathway.
- Provide oversight of the clinic-based appointment system, adjusting clinicians' job plans if required on review

- Monitor and support completion of mandatory client contacts, outcome measures and ensure accurate, timely and professional clinical record keeping and documentation through auditing and analysis.
- 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
- 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
- Participation in monthly supervision with the Operations Manager and the provision of monthly and adhoc reports

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
- **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 staff and students
- Demonstrated skills, knowledge and behaviours in successfully leading staff / teams and or change initiatives.
- Expertise in a clinical speciality area relating to your discipline.

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.)

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

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

June 2026