

Position Description

Position title	Senior Project Officer, Family Centred Mental Health Care and Education		
Department / Division	Melbourne Children's Campus Mental Health Strategy		
Classification	OT3/P3/RPN4/SP3/SW3 Also AO61 - Health and Allied Services Manager and Administrative Services.	Employment Status	Full-Time, Fixed-Term (1-year Parental Leave backfill). Consider part-time job share 1.0FTE
Position reports to	Operational: Program Director, Campus Mental Health Strategy		
No. of direct & indirect reports	NA		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.</p> <p>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.</p> <p>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.</p> <p>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/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>
CAMPUS MENTAL HEALTH STRATEGY 2021 - 2025
<p>The Melbourne Children's Campus (Campus) and its partners (The RCH, MCRI and the Department of Paediatrics, University of Melbourne) are committed to the Mental Health Strategy 2021 – 2025 (Mental Health Strategy). The overall objective of the Mental Health Strategy is for the Campus to deliver uniform and evidence-based, comprehensive infant, child and adolescent mental health care and prevention supported by education and research to ensure the</p>

best outcomes for children and their families. The clinically driven research will inform our workforce education and training programs which in turn will inform evidence based, consistent care as well as proactive internal and external policy and funding advocacy.

Child and family centred care is at the heart of the Mental Health Strategy. *Key Area 1: Family Centred Care* ensures that infants, children and adolescents and their families are seen as a whole, with optimal outcomes for the child dependent upon the support and care provided by their carers and siblings.

ROLE PURPOSE

The *Senior Project Officer, Family Centred Mental Health Care and Education* will join the Mental Health Strategy Implementation Team to oversee the integrated activities within the *Key Area 1: Family Centred Care*, including the detection and support of carer and sibling mental health and wellbeing, and the development of mental health literacy education and resources to develop carers' ability to identify if their infant, child, or adolescent is experiencing mental health or behavioural concerns. They will work closely with the *Senior Project Officer, Trauma Informed Preventative Care* to ensure integrated implementation.

KEY ACCOUNTABILITIES

Professional leadership

- Work effectively as a member of the Mental Health Strategy Implementation Team and help to foster engagement and relationships with key internal and external stakeholders.
- Work with leaders and staff from research groups (MCRI), educational leaders (University of Melbourne Department of Paediatrics) and specialist clinicians and departments across The RCH to implement the Mental Health Strategy.

Detection and support of carer and sibling mental health and wellbeing

- Work with lived experience roles; consumer, sibling and carer groups and individuals; and staff to co-design best practice models for the detection and support of carer and sibling mental health and wellbeing including developing care pathways, education resources for carers and siblings, and training for staff in detecting and supporting the mental health needs of carers and siblings.
- Recruit and supervise a Research Assistant in year 2 to conduct the pilot and evaluation of the best practice model of detection and support of carer and sibling mental health and wellbeing.
- Build community knowledge and skills through online written information and care pathways hosted on the Mental Health Central website, including online resources for community providers.
- Embed best practice model of care within RCH usual care to better identify and support carer and sibling mental health needs.

Carer mental health literacy education

Work with lived experience roles; consumer and carer groups and individuals; and staff to co-design education programs and develop resources to develop the mental health literacy of carers to identify if their infant, child or adolescent is experiencing mental health or behavioural concerns and to know how and where to access care and support to prevent and/or intervene early in child mental health problems.

- Pilot the delivery of mental health literacy education using a range of medium and forums, e.g. videos; podcasts; visual messaging in The RCH; online or in-person group education sessions; delivered to carers by staff in usual care (e.g. routine admission); and resources on Mental Health Central website and links to partner websites.
- Evaluate the impact and outcomes of the mental health literacy education (e.g. qualitative interviews with carers and staff) with recommendations for improvement.
- Educate the broader workforce to enable them to embed carer mental health literacy education in usual care and programs across Campus.
- Build community knowledge and skills through online resources hosted on the Mental Health Central website, including for community providers.
- 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.

QUALIFICATIONS AND EXPERIENCE

- Postgraduate qualification in relevant field (e.g. mental health promotion, education, project management, quality improvement).
- Tertiary qualification in relevant discipline and current registration as an Occupational Therapist, Psychologist or Registered Nurse with the applicable Health Practitioner Board or a qualified Social Worker or Speech Pathologist:
 - **For Nurse applicants only:** Holds a post graduate diploma in mental health nursing qualification or have completed a specialist undergraduate psychiatric nursing program.
 - **For Occupational Therapy applicants only:** Full registration with the Australian Health Practitioner Regulation Agency (AHPRA); eligible for membership with Occupational Therapy Australia; and uphold Occupational Therapy Australia's Code of Ethics.
 - **For Psychology applicants only:** Full registration and continuously satisfy the Psychology Board of Australia continuing professional development standards; endorsement as a Clinical Psychologist with the Psychology Registration Board of Australia (Master's degree minimum); and uphold the Psychology Board of Australia Code of Ethics.
 - **For Speech Pathologist applicants only:** Meet the requirements of Professional Self Regulation program; uphold the Speech Pathology Australia Code of Ethics.
 - **For Social Work applicants only:** Eligibility for membership of AASW; meet AASW accreditation standards for Continuing Professional Education; and uphold the AASW Code of Ethics
- Depending on discipline, required years of experience in accordance with EBA will apply.
- Experience working with children, their parents/carers and their families, preferably in a hospital or mental health setting.
- Experience in mental health promotion and education for families and communities as well as project management.

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Commitment to The Royal Children's Hospital Vision and Values (see below) with a primary focus on child and family centred care. • Ability to engage, work with and integrate lived experience and peer support roles and consumers (children, young people) and their carers and families in co-design, consultation, and implementation. • Strong knowledge of and commitment to equity, diversity, inclusion and human rights and ability to apply these in an organisational context. • Knowledge of implementation science methodology, change management, knowledge translation and quality improvement in clinical services in 'real world' settings. • Project management skills/leadership in program/project planning implementation in line with timelines, monitoring and evaluation. • Experience and ability to lead and supervise/mentor employees in order to foster a values driven and positive culture. • Strong interpersonal and communication skills in developing collaborative relationships with diverse stakeholders to design, implement and evaluate Strategy activities with the proven ability to unite stakeholders under a common goal within the agreed timeframe. • Ability to analyse multiple sources of information, synthesise into and communicate integrated strategic approaches to mental health system development and quality improvement. • Ability to conduct training to a diverse audience, ideally with group facilitation skills and experience. • Advanced verbal, written and presentation communication skills and experience with a wide range of stakeholders. • Experience in management of budgeted financial processes relevant to role within the Strategy, including recording and reporting. • Creative and strategic thinker with an innovative, can-do attitude, independent judgement and influencing skills. • Ability to work collaboratively in a team environment, keeping others informed of work progress or issues. • Self-motivated and excellent time management and organisational skills with the ability to multi-task with high attention to detail and accuracy. • Intermediate skills and knowledge using the Microsoft Office suite including spreadsheets, database programs, and word processing.
OTHER REQUIREMENTS
<ul style="list-style-type: none"> • 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	
<p>All employees are required to adhere to the Royal Children's Hospital Values:</p> <ul style="list-style-type: none"> • 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 <p>RCH COMPACT</p> <p>All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.</p> <ul style="list-style-type: none"> • 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 <p>QUALITY, SAFETY AND IMPROVEMENT</p> <p>RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> • 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 <p>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 LGBTIQI community and people with disability.</p>	
Position description last updated	August 2022