

POSITION DESCRIPTION

Position:	Aboriginal Mental Health Trainee (Years 1-3)
Directorate	Mental Health and Wellbeing Service
Division:	Mental Health
Business Unit:	Mental Health Learning and Development
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement
Reports to:	Relevant Program Manager



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 7** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES



POSITION SUMMARY

This position is situated within the Area Mental Health and Wellbeing service at Mildura Base Public Hospital (MBPH) and is designated for a person who identifies as Aboriginal or Torres Strait Islander. The Aboriginal Mental Health Trainee (Trainee) will work under supervision and as part of the multidisciplinary team to promote the social and emotional wellbeing of Aboriginal and Torres Strait Islanders and the wider community.

To support skill development as a mental health professional, the Trainee will also complete a 3-year Bachelor of Human Services (Mental Health) degree with Charles Sturt University (CSU). This requires the Trainee to attend and participate in residential teaching blocks throughout the program. As an employee at MBPH and an undergraduate student, the Trainee will work under the direct supervision of a Mental Health Clinician. The trainee will be supported to gain experience in the trainee duties below, which have been agreed between the parties to the applicable Employment Agreement.

The Aboriginal Mental Health Traineeship is one of many initiatives designed to increase the Aboriginal Workforce within the public mental health sector whilst increasing culturally safe and inclusive mental health care for Aboriginal people and the broader community.

The Trainee is part of the broader Interprofessional Early Careers Mental Health Program at MBPH and will receive support and clinical supervision from the Allied Health Educator. The Trainee will also work in partnership with the MBPH Aboriginal Health Unit staff to improve mental health care of Aboriginal and Torres Strait Islander people and participate in care coordination, care team meetings and inter agency collaboration for better health outcomes. Staff from the Aboriginal Health Unit will provide cultural, social, academic, leadership and mentoring support as needed.

COURSE, PLACEMENT and EMPLOYMENT PROVISIONS

Mildura Base Public Hospital will employ the Trainee on a fixed term, full-time basis whilst they undertake the course and work under direct supervision in accordance with this position description.

The trainee employee will be paid whilst undertaking health promotion placements in community settings and placements in a mental health setting as required by the CSU course. It is anticipated these placements will assist the trainee to develop their skills, knowledge and competencies required to be an effective Mental Health Clinician upon graduation. On successful completion of the traineeship, graduates will have a Bachelor of Health Science (Mental Health) qualification and a formal classification of Mental Health Clinician.

Employees undertaking the CSU Bachelor of Health Science (Mental Health) undergraduate course will always work in conjunction with Health Practitioner colleagues. They will develop an understanding of

primary health care, cultural safety, emotional and social trauma, mental ill health, equity and socio-cultural aspects of care. Opportunities will be provided to work under supervision within mental health services across the health care environment and with Aboriginal and Torres Strait Islander clients, their families, communities and other Indigenous and non-Indigenous health professionals (e.g. Emergency Department).

The trainee will not incur any out of pocket expenses for the course, residential learnings or associated placements.

Mildura Base Public Hospital will pay the student contribution amount associated with the course for the period of the 3-year Traineeship.

All travel costs and accommodation associated to attend residential teaching blocks are covered through Charles Sturt University and the Away From Base program. The Trainee will need to sign up for ABSTUDY through Centrelink to assist with these costs.

EMPLOYMENT BEYOND THE TRAINEESHIP

On successful completion of the CSU course the trainee will be offered an ongoing position.

KEY RESPONSIBILITIES AND DUTIES

Under direct supervision from Health Practitioners, the Trainee will:

1. Participate in the development and implementation of mental health services to promote the social and emotional well-being of Aboriginal people and the wider community.
2. Learn about, observe and develop skills to provide responsive and culturally appropriate mental health services to consumers across the lifespan.
3. Provide information, consistent with the academic curriculum, about healthy lifestyles and support changes in lifestyle and self-care strategies (e.g. nutrition, exercise, smoking, alcohol and stress).
4. Actively contribute to multidisciplinary discussions and planning.
5. Work collaboratively with families, communities, relevant agencies, health service staff and relevant support services to ensure consumer needs are met.
6. Working alongside Mental Health Clinicians and relevant Health Practitioners, participate in the referral, assessment, review and discharge processes.
7. Work with the Mildura Base Public Hospital Aboriginal Health Liaison Officer, the Aboriginal Health Team and the region's Aboriginal focused service providers.
8. Be actively involved in the provision of health promotion and community development programs.
9. Advocate and advise on behalf of Aboriginal and Torres Strait Islander consumers at case discussions and legal hearings (as appropriate) to ensure that the needs, identities, cultural beliefs and practices of the consumers are expressed in line with enhancing self-determination.
10. Undertake documentation of all consumer involvement in the prescribed notes ensuring that these are countersigned by the supervising Mental Health Clinician.
11. Report within a timely manner any identified issues of concern.

12. Support Aboriginal cultural safety initiatives.
13. Undertake the role in a manner that demonstrates commitment to the positive leadership behaviours of the health service's Health's Vision, Purpose and Values.
14. Be aware of limitations in own knowledge and seek appropriate support when required.
15. Participate in staff meetings and associated communication systems.
16. Follow organisational health & safety, quality & risk policies and guidelines.
17. Maintain a safe working environment for yourself, your colleagues and members of the public.
18. Recognise, report and record incidents promptly and concisely to the supervising Health Practitioner. Immediately escalate concerns regarding safety to the supervising Health Practitioner.
19. Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information.
20. Promote and participate in the evaluation and continuous improvement processes, including completion of the annual staff performance development review and appraisal.
21. Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
22. Work within the framework of the health services code of conduct.
23. Other duties as directed by Line Manager.

SPECIFIC TO TRAINEE PROGRAM

- Demonstrate and maintain satisfactory academic results/performance with a Pass average and complete the CSU course.
- Participate in regular student supervision.
- Attend the Victorian Aboriginal Social and Emotional Wellbeing Gatherings coordinated by the Victorian Aboriginal Community Controlled Health Organisation (VACCHO). These gatherings are held twice a year.
- Actively participate and attend relevant education sessions provided by Mental Health Early Careers Program Coordinators and the Traineeship program.
- Contact the Line Manager as soon as any issues arise that may impact the participation in the Traineeship program. Examples of issues include family difficulties, personal difficulties and failure of any subjects at university.
- Make use of employee entitlements such as paid personal leave, paid examination leave, and other organisational and/or university supports to support the traineeship journey.
- Meet with the Line Manager regularly to review and respond, where appropriate to correspondence regarding the Traineeship.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- Be of Aboriginal and/or Torres Strait Islander background. This is a designated position established as a **special measure** under *Section 12* of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible for this position, confirmation of descent is required.
- Commitment to undertake the Bachelor of Health Science (Mental Health) at the Charles Sturt University.
- Knowledge and/or experience working within Aboriginal and/or Torres Strait Islander communities and understanding of social and emotional issues experienced by Aboriginal people.
- Willingness and ability to undertake the study and workplace requirements.
- Capacity to apply knowledge and evidence into practice and within scope of practice be self-directed.
- Willingness and ability to work within a multidisciplinary team and be available to work rostered shifts as required.
- Demonstrate competent level of written, verbal skills and capable with Microsoft office suites to enable study and work requirements.

Personal Qualities, Knowledge and Skills

- An awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view.
- Ability to be adaptable, respect diversity and an innovative thinker.

Qualifications / Certificates or Specialist Expertise

No specific qualifications or specialist expertise are required for the role.

Desirable

A current Driver's licence prior to commencement is preferred.

MANDATORY REQUIREMENTS

Registration with Professional Association:

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

"I choose..."
"I care..."
"I prefer..."
"I will..."
"I can..."
"Is there a better way to do this?"
"Can we explore that more so I can understand it better?"
"We will...us...we can..."

LANGUAGE WE DON'T USE

"I have to..."
"I must..."
"If only..."
"Ah well, that is because of XYZ..."
"Our processes do not let us do it"
"Things have always been done this way"
"Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

