

## POSITION DESCRIPTION

<b>Position:</b>	CASEA Clinician – (CYMHS and Schools Early Action)
<b>Directorate</b>	Mental Health Service
<b>Division:</b>	Mental Health Services
<b>Business Unit:</b>	Child and Youth Mental Health Services
<b>Enterprise Agreement</b>	Victorian Public Mental Health Services Enterprise Agreement
<b>Reports to:</b>	Manager of Children and Youth Mental Health Services



### 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 900 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 5** of this document.

## STRATEGIC OBJECTIVES



## POSITION SUMMARY

The CASEA team is an outreach service provided by CYMHS. It provides early intervention specialist services of screening/assessment, treatment and consultation concerning children who may be experiencing social, emotional and/or behavioural difficulties and mental health problems who are enrolled in Grades Prep-3, within selected schools. CASEA is a Department of Families Fairness and Housing Victoria (DFFH) initiative developed in consultation with the Department of Education and Training (DET) and the Melbourne Archdiocese Catholic Schools (MACS). The program is a multi-level evidence-based approach that offers support to children, families and school communities.

The program is delivered the primary school setting and provides emotional awareness and social skills group for children aged 5 – 8 years. Parents of the children involved also participate in the group program which aims to enhance parenting confidence and focusses on building positive relationships. Further to the group programs, the CASEA team more broadly supports the whole school community by strengthening wellbeing initiatives and promoting social-emotional curriculum.

## KEY RESPONSIBILITIES AND DUTIES

- Display a clear understanding of, and practice in, the principals of recovery-orientated, trauma-informed and family-centred, collaborative practice and expertise in engaging children and their families within a range of settings.
- Provide high quality, evidence-based clinical assessment and treatment modalities at an individual and group level as indicated by clinical need within available resources.
- Undertake assessment of identified children as per the program model. This may include crisis assessment and management on an outreach basis when required.
- Provide evidence-based group approaches for children with moderate to severe social, emotional and/or behaviour challenges and for their parents.
- Ensure that those children requiring interventions beyond the scope of the program are able to access appropriate other resources as required.
- Support and enhance school-based understanding and identification of social, emotional and behavioural problems in order to reduce impact and prevalence of mental health difficulties/ disorders.
- Work collaboratively with families and other community agencies where indicated to provide the best possible outcomes for clients.
- Provide secondary consultation to families, and to the primary and other specialist service providers on behalf of the team.
- Demonstrated strong clinical reasoning and decision-making skills with appropriate clinical independence, seeking support when necessary.
- Record accurate information and statistics pertaining to individual clients' care and clinical support activity. Including gathering of data and report writing.

- Participate in the development, implementation and evaluation of community-based programs as appropriate.
- Liaise with relevant community agencies and provide secondary consultation and/ or training as appropriate
- Provide support, information, and education to family members, carers and significant others including responsibility for holding a small CYMHS case load which could consist of crisis intervention, case management and therapeutic support to young people and their families.
- Other duties as directed.

## 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

### Qualifications / Certificates

- Approved degree and registration in Nursing, Social work, Psychology or Occupational Therapy

### Essential

- Demonstrated experience, skill and knowledge in the provision of early intervention strategies to minimise the risk of/emergence of mental illness
- Demonstrated experience in groupwork facilitation
- Ability to work collaboratively within a multi-disciplinary team
- Provision of comprehensive intake and assessments and service planning for young people and their families
- Undertake primary consultation services, including triage, assessments, risk and safety planning in conjunction with client's families/carers and other professionals as required.
- Undertake comprehensive intake and assessment of potential CASEA clients, including a suite of screening tools relevant to the CASEA program
- Working collaboratively with the school community and other parts of the service in providing integrated treatment and management.
- Demonstrated knowledge and application of Recovery-based principles
- Highly developed verbal and written communication skills
- A commitment to Mental Health & Wellbeing promotion within the community
- Demonstrated experience in working systemically with young children who have challenging behaviours, their families and their system of care and support, including individual, group and parent-focused services
- Experience in the development and implementation of training programs to school and community-based staff and CYMHS clinicians
- Demonstrated negotiation, advocacy, communication and interpersonal skills

- Strong organisational and time management skills as shown by a dynamic and flexible approach to time and caseload management.
- Sound knowledge of relevant legislation and practice frameworks, such as the Mental Health Act 2014; the Child, Youth and Families Act 2005

#### **Desirable**

- Relevant degree or post graduate training in Mental Health
- Cert IV in Workplace Training and Assessment or similar
- Completion of Tuning in To Teens groupwork training
- Completion of Tuning into Kids groupwork training

#### **Specialist Expertise**

- Understanding of contemporary psychiatric issues pertaining to children, young people and their families.
- Highly developed clinical skills in crisis assessment, suicidal risk assessment and trauma informed practice.
- Well-developed skills in brief interventions and crisis intervention models of service provision.
- Ability to undertake a consultative role in the area of mental illness, demonstrating clinical excellence and a high degree of professionalism.

### **MANDATORY REQUIREMENTS**

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

## LANGUAGE WE DON'T USE

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

## 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

