



# Position Description

## Mental Health Clinician

Older Minds – NWMPHN (Western) region

**Psychological Services for  
Residential Aged Care Facilities.**

Version: V2: 2025

## Position description

<b>Position:</b>	Mental Health Clinician
<b>Profession:</b>	Credentialed / Accredited Mental Health Clinician (or eligible for same) <input type="checkbox"/> MHSW <input type="checkbox"/> MHOT <input type="checkbox"/> Cred MHN <input type="checkbox"/> Psychologist <input type="checkbox"/> Clin Psychologist
<b>Position FTE:</b>	<input type="checkbox"/> Permanent employment – 0.8 – 1.0 FTE <input type="checkbox"/> Subcontractor arrangement
<b>Rate:</b>	<input type="checkbox"/> For employed – hourly rate is dependent on skills & experience (plus full salary packaging) <input type="checkbox"/> For subcontractor – sessional rate is \$140 per logged session (+GST)
<b>Program Streams</b>	<input type="checkbox"/> Psychological Services in Residential Aged Care Facilities (Older Minds)
<b>PHN Region</b>	<input type="checkbox"/> North Western Melbourne (West region) Primary Health Network: LGA catchment: Brimbank, Hobsons Bay, Maribyrnong, Melton, Moorabool, Wyndham, Moonee Valley
<b>Site Location/s</b>	Will be dependent on proximity for candidate and established MoUs (Service Agreements) with participating RACFs.
<b>Employer</b>	APMHA HealthCare Ltd
<b>Direct reporting</b>	CEO: Director Older Minds Program for APMHA Contract / HR: APMHA Executive General Manager, Business Operations. Program coordination: Older Minds EA.

## **APMHA HealthCare Ltd**

APMHA HealthCare Ltd (APMHA) was established as a Not-for-Profit company in July 2019 and has evolved from the Victorian Primary Mental Health Alliance Pty Ltd. The change to a Not-for-Profit entity better reflected the values and benevolent focus of APMHAs mental health programs for under-served, priority populations.

APMHA provides intake, triage, allocations and clinical mental health services for a variety of funders through nominated program streams across Australia. Our focus primarily evolves around primary mental health care.

Our funders include Primary Health Networks, State Government, NDIA, MBS and others. Our partners and clients include government, community health services, PHNs, private mental health practitioners, community and private sector organisations and various peak bodies.

APMHA is governed by a Senior Leadership Team, an Executive Team and a Board of Management.

APMHA has three critical Board Committees which provide an avenue for input and advice by the senior leadership team into strategy and business development. These committees include:

- Executive and Leadership Committee
- Clinical Governance Committee
- Finance, risk and audit Committee

### **The APMHA HealthCare Model:**

APMHA offers employed, secondment and sub-contract arrangements for clinical and non-clinical workforce it engages to ensure a national footprint of highly qualified mental health professionals. APMHA HealthCare has developed a Service Delivery Framework to reflect a Stepped Mental Health Model of care which sets out the strategic direction of the Company, the funding it has been awarded and the partnerships it has forged.

APMHA has developed relationships with providers who focus on health promotion through to acute services, to ensure the mental health stepped care is realised and clients are linked and transitioned within a seamless system and minimisation of duplication of service delivery.

### **About stepped mental health care:**

- A stepped care approach to mental health promotes person centred care which targets the needs of the individual. It recognises that the individual's needs may change at any time and allows for flexibility for people to move across service levels to support their recovery.
- In a stepped care approach, a person presenting for support, is matched to the intervention level that most suits their current need. An individual does not generally have to start at the lowest, least intensive level of intervention in order to progress to the next 'step'. Rather, they enter the system and have their service level aligned to their needs.
- Clients receive care commensurate to need, this being determined by the health professional in consultation with the client and the client's GP.

The key features of the APMHA service delivery framework are:

- Timely response to referrals and allocation to an appropriately skilled and located provider
- Provision of evidence based therapeutic interventions for severity / acuity step type and presentation

- Allocation of service sessions commensurate to need (acuity / complexity - risk stratification)
- Collaboration and partnership with general practice
- Integrated care approach focusing on the client’s trajectory for recovery
- Transition of clients up / down stepped mental continuum seamlessly and supported.

**IN OUR WORK WE VALUE:**

- Lived Experience
- Collaborative Leadership
- Community
- Integrity
- Respect
- Innovation through passion

**VISION**

An accessible primary mental health service working in collaboration to support people with a mental illness to reclaim wellbeing and live a contributing life.

We will achieve our Vision through a commitment to embrace and live our Values.



**People with lived experience**  
 People with lived experience are the heart and soul of our Company. They are the reason we are here and we are honored to walk alongside them.

**Collaborative Leadership**  
 We believe in the power of working together in a collaborative way. Every function and every role is as important as each other.

**Community**  
 We are proud to work closely and be part of all communities we work and live in. We embrace and welcome all cultures, diversity and individuality.

**Integrity**  
 We do what is right. We are honest and ethical, worthy of trust of others. It is the price of entry to our Company and will guide our decision making.

**Innovation through passion**  
 Passion and creative thinking inspires innovation in our service delivery. We seek and value team input into service improvement which provides meaningful benefits to our clients

**Respect**  
 Respect guides the way we operate at all levels, with clients, partners, funders, stakeholders, the community and our staff.

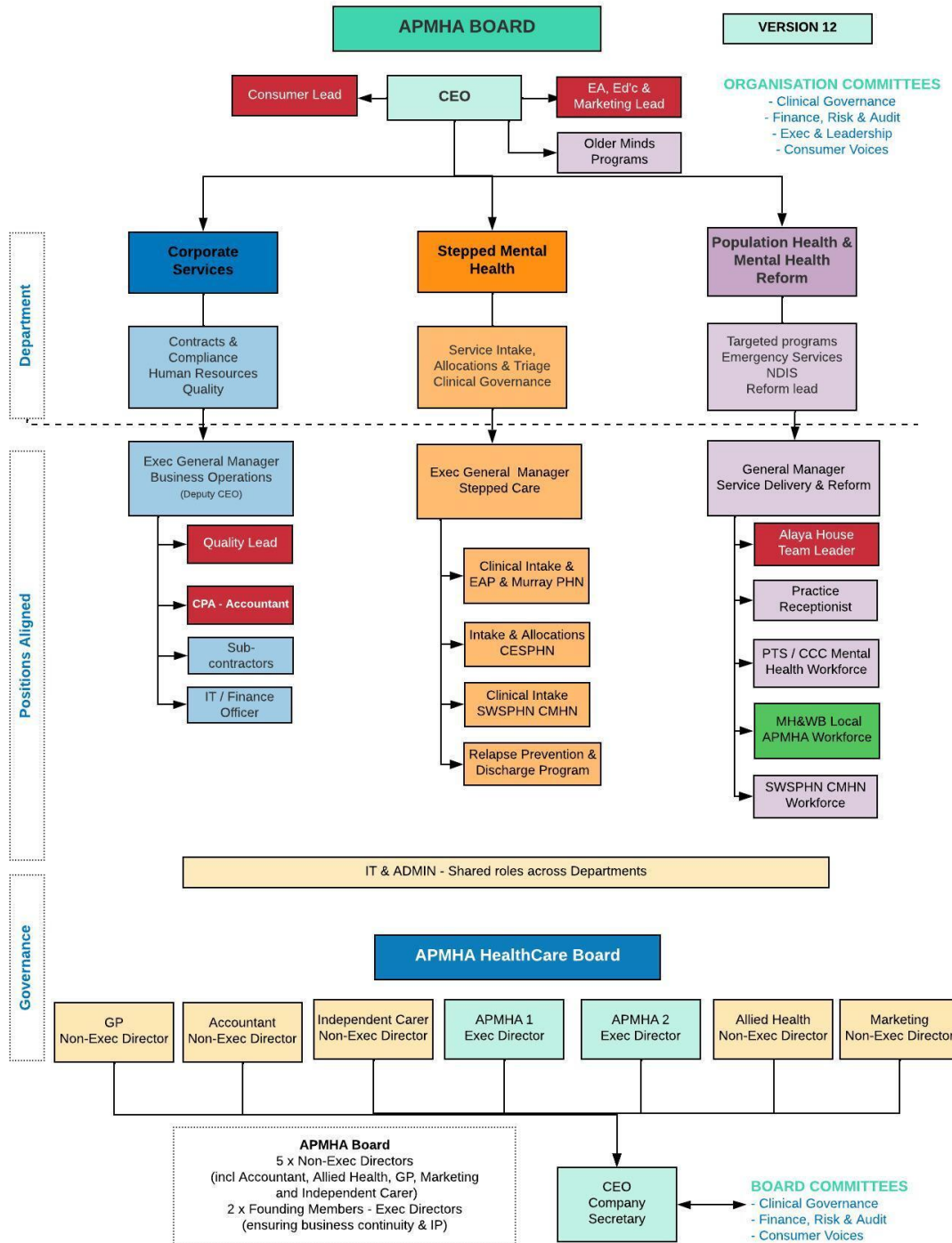
At APMHA we don't just value diversity we celebrate it. We are committed to providing an inclusive working environment that embraces all individuals.  
 Our Vision is to be the leading primary mental health service across Australia. We will achieve this through a commitment to embrace and live our Values

**MISSION**

To lead primary mental health care through the delivery of accessible, high-quality services in partnership with the client, supporting their mental health, wellbeing and facilitated recovery.

Company website: [www.apmha.com.au](http://www.apmha.com.au)

**APMHA'S Organisation Structure (Oct 2024)**



## Key Selection Criteria

<p><b>Training &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Psychology, Social Work, Mental Health Nursing or Occupational Therapy</li> <li>• Mental Health Credentialed (or working towards same) for Mental Health Nurses, OTs, &amp; Social Workers</li> <li>• Delivery of evidence based psychological therapies and/or experience working with clients with psychological distress and mental health presentations (minimum 2 years)</li> <li>• Working with vulnerable populations, specifically older persons (65+)</li> </ul> <p><b>Preferred knowledge</b></p> <ul style="list-style-type: none"> <li>• Primary mental health care service delivery</li> <li>• Diagnostic assessment tools, mental state examination (MSE), risk assessment client outcome tools (K5, K10+, etc)</li> <li>• Intake, Assessment and Referral tool (IAR)</li> <li>• Working from a recovery-orientated principals.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Demonstrated high level written, oral and interpersonal communication skills.</li> <li>• High level IT skills to enable proficiency in virtual applications and clinical platforms.</li> <li>• High level of initiative, a proven 'team player' with a genuine passion and commitment to improving outcomes for mental health consumers.</li> </ul>
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## Position purpose and context

<p><b>Position purpose</b></p>	<p>This position works directly with Residential Aged Care Facility (RACFs) RNs, Managers and GPs under APMHA’s Older Minds program in the delivery of evidence based short-term psychological interventions and group interventions for older adults who reside in RACFs. This program targets residents who may be struggling with depression, anxiety, grief, adjustment or re-emergence of previous mental health issues. This program is not for residents with dementia, cognitive impairment or behaviour management support.</p> <p>This position will work closely with the wider Older Minds Team, Program Coordinator and APMHA clinical intake team.</p> <p>The mental health clinician will perform duties as outlined in the Older Minds Program Guidelines for people experiencing mental illness across a range of acuity. For an overview about the program please visit the dedicated program page <a href="#">LINK HERE</a>.</p>
<p><b>Key outcomes</b></p>	<p>The key outcomes:</p> <ul style="list-style-type: none"> <li>• Offer in-reach services, provided on location at the allocated RACF/s;</li> </ul>

	<ul style="list-style-type: none"> <li>● Target residents with a diagnosed mental illness or who are assessed as at risk of mental illness or who are exhibiting psychological distress</li> <li>● Provide evidence-based, time-limited psychological therapies which are adjusted to be responsive to the needs of older people;</li> <li>● Be provided within a stepped care framework with a particular focus on meeting the needs of older people with mild to moderate mental health concerns or psychological distress;</li> <li>● Be implemented collaboratively, in close partnership with RACFs staff, GPs and other key stakeholders, including residents and their natural supports;</li> <li>● Provision of brief group therapy – where possible and available in the RACF.</li> <li>● Provide secondary consultation, support and advice to RACF staff.</li> <li>● Provide ongoing program promotion, referral pathway navigation and advice to RACFs.</li> </ul>
<p><b>Working relationships</b></p>	<p><b>Internal contacts</b></p> <p>This position works closely and collaboratively with APMHA:</p> <ul style="list-style-type: none"> <li>● APMHA General Managers and Leadership Team</li> <li>● APMHA Older Minds Team</li> <li>● APMHA Intake and Allocations Team</li> <li>● APMHA Finance and IT Team</li> </ul> <p><b>External contacts</b></p> <p>It is expected that this position will have direct contact with:</p> <ul style="list-style-type: none"> <li>● General Practitioners</li> <li>● RACF workforce</li> <li>● State funded services (Aged Persons Mental Health Services, NW Basics Team etc)</li> <li>● Federal funded services (NDIS – for residents whom are aged &lt;65)</li> <li>● My Aged Care</li> <li>● Consumers and their natural supports</li> <li>● Others as required</li> </ul>

**Key Responsibilities:**

<p><b>Clinical Service Provision</b></p>	<ul style="list-style-type: none"> <li>● Comprehensive assessment and report in conjunction with RACF resident, natural supports, RACF staff and nominated GP.</li> <li>● Provision of individual psychological therapy services to referred eligible residents</li> <li>● Provision of group-based psychological services</li> <li>● Provision of support and advice regarding assessment, diagnosis and management of clients to RACF staff, GPs and other relevant stakeholders involved in the residents care.</li> <li>● Facilitation of resident referrals from allocated RACFs</li> <li>● Provision of timely progress reports to the residents nominated GP and RACF RN.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Referral out to relevant step up / down services such as Older Persons Area Mental Health Service.</li> </ul>
<p><b>Clinical and data records management</b></p>	<ul style="list-style-type: none"> <li>• Collection of all information and minimum data set data required for initial registration and referral, including creating new client file on APMHA’s CiMs – Fixus.</li> <li>• Ensure, progress notes throughout client care, are noted in the residents file in Fixus with 5 business days.</li> <li>• Completion of referrer/GP initial / progress and final reports are completed in a timely manner and sent securely through APMHA’s electronic systems.</li> <li>• Ensure service contact data is uploaded in APMHA clinical CiMs – Fixus within 5 business days.</li> <li>• Utilize the agreed Initial Assessment and Referral (IAR) referral guidance and decision support tool for 65+ year cohorts</li> <li>• Collection of K5 client outcome score on entry, review and exit.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Contribute towards APMHA HealthCare Ltd’s overall strategic direction including the implementation of the organisations values and mission statement</li> <li>• Respect the confidentiality of clients and general practice in line with the organisation’s policies, procedures and the Privacy Act</li> <li>• Comply with the organisation’s policies and procedures.</li> <li>• Participate in the organisation’s Accreditation requirements.</li> <li>• Participation in quarterly Older Minds Team Meetings.</li> </ul>



## Key qualifications and experience

<p><b>Required qualifications</b></p>	<p><b>Essential:</b></p> <p>The mental health clinicians are required to:</p> <ul style="list-style-type: none"> <li>• be credentialed/accredited (or be working towards) in the field of Mental Health speciality for Social Work, Occupational Therapist, Mental Health Nurse or Psychologist) and registered with the Australian Health Practitioner Regulation Agency (AHPRA) or the Australian Association of Social Workers (AASW).</li> <li>• be adequately experienced in the field of mental health be trained in delivering psychological therapies currently, or recently engaged in clinical practice in that field</li> <li>• be appropriately trained and experienced to deliver services to the people aged 65+. Training and/or experience must include:             <ul style="list-style-type: none"> <li>○ Cultural Competency when working with <b>Aboriginal and Torres Strait Islander</b> peoples. Recognised training programs include those endorsed by the Australian Indigenous Psychologists Association (AIPA).</li> <li>○ Cultural Awareness, bilingual and/or experience working with interpreters when working with people from <b>Culturally and Linguistically Diverse</b> Backgrounds.</li> <li>○ Advanced Suicide Prevention training when working with people at risk of <b>suicide</b>.</li> <li>○ Experience and or training in older people’s mental health when delivering services to <b>older people</b>.</li> </ul> </li> <li>• Demonstrated ability to work independently and as part of a broader team.</li> <li>• Proficiency in completing MSE, clinical risk assessments and a high level of competency in working with residents with a range of mental health issues and varying complexities.</li> <li>• Highly developed interpersonal skills and the ability to relate to residents from a diverse range of backgrounds.</li> <li>• Demonstrated ability to be flexible, respond to changing work priorities and self-manage personal professional development and workloads.</li> <li>• Demonstrated ability to collaborate with and advise, support and direct other health professionals in providing services to residents.</li> <li>• Demonstrate highly developed literacy in computers and client management software and proven extensive experience establishing and maintaining appropriate and accurate case management records.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Understanding of mental health within a primary care, My Aged Care, NDIS and/or community health care setting.</li> </ul>
<p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>• Certification of qualifications</li> <li>• AHPRA registration (or AASW registration)</li> <li>• Registration with professional body.</li> </ul>

	<ul style="list-style-type: none"> <li>• Evidence of Right to Work in Australia</li> <li>• Current relevant State or Territory drivers' licence and access to a comprehensively insured motor vehicle</li> <li>• Hold a current Victorian Working with Children Check.</li> <li>• Hold a current National Police Check (within 3 years)</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Mandatory APMHA induction training (including IAR training)</li> <li>• (for employed staff) Some out of hours work on weekends or evenings may be required, for example, attendance at agreed forums or meetings, for which time off in lieu may be taken.</li> </ul>
<b>Workplace health and safety</b>	<ul style="list-style-type: none"> <li>• Adherence to organisational policies and procedures relating to Workplace Health and Safety and at all times, take responsibility for own and colleagues wellbeing.</li> </ul>

### Scope of Authority

<b>Direct employees to start or cease work</b>	Not authorised
<b>Recruit/terminate employees</b>	Not authorised
<b>Appoint contracts</b>	Not authorised
<b>Approve expenditure</b>	Not authorised
<b>Media contact</b>	Not authorised
<b>Other</b>	Not authorised

### Authorisation and management.

<b>Line manager:</b>	CEO – Director Older Persons Mental Health Program - NWMPHN	Date:	
<b>Review date:</b>	Annual review	Date:	
<b>Signed:</b>		Date:	
<b>Document approver:</b>	GM Business Operations.		
<b>Signed:</b>		Date:	

### Acceptance/ agreement

I declare that I have read, understand and will abide by the above position description.

**Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_