



## **Position Description**

### **SENIOR CLINICIAN**

**Position:**

Senior Clinician (Registered Nurse)

**Duration of the position:**

The position is funded until June 2021 with a possible extension dependent on funding.

**Accountable to:**

Chief Executive Officer (CEO) as per the organisation's delegation's framework.

**Position overview:**

The NMHPV is an independent support service for nurses, midwives and students of nursing & midwifery with health concerns relating to substance use and mental health issues. It is a service discretely delivered by experienced Registered Nurses.

The position involves assessment, care planning and the provision of individual support. It includes referral, ongoing review and aftercare planning for nurses, midwives and students of nursing & midwifery who have the above health concerns. In addition to providing a range of case management functions, the position entails providing administrative support to the operation of the program under the direction of the CEO. This will include participation in promotional activities and management of data collection and preparation of relevant reports used to inform the field.

This position primarily involves working from the Melbourne office. There is a requirement to have periodic presence in non-metropolitan locations, as negotiated with the CEO, to cover the workloads and demands of the organisation, as a state-wide provider. The Senior Clinician will have access to a vehicle during work hours.

**Specific duties of the Senior Clinician include:**

- Care coordination and provision of support to NMHPV participants.
- Primary monitoring of NMHPV participants when appropriate. This involves interviews with program participants at regular intervals to negotiate treatment plans, assess health status and monitor progress, clinical report writing and case conferencing as required.
- Facilitation of support and education groups for participants.



- Regular clinical review of participant progress with the team.
- Ensuring clear, accurate and updated documentation is maintained in participant files.
- In conjunction with other NMHPV staff, provide ongoing promotion and presentation activities about the program to relevant groups.
- Developing, preparing and delivering NMHP Champion Training.
- Developing and maintaining effective working relationships and collaborative networks with relevant service providers and organisations such as the AHPRA, industry associations and health care organisations.
- Ongoing review with CEO of this position description as position evolves.

**Additional responsibilities for the Senior Clinician position include:**

- Management of portfolios as negotiated.
- Assist the team with strategic development, including policy development and research initiatives.
- Acting in the position of CEO whilst the CEO is on leave.
- Other negotiated responsibilities.

**Educational qualifications:**

- Qualification and registration as a nurse with the AHPRA.

**Desirable qualifications**

- Post graduate qualification in addiction studies and / or mental health studies, with demonstrated experience in these areas.

**Desirable attributes and vision:**

- Empathic understanding of the issues surrounding substance use and mental health concerns from a nurse & midwife perspective.
- A high degree of initiative to enhance NMHPV service delivery.
- A commitment to maintaining the professional status of the nursing & midwifery profession and maximising opportunity for health within the nursing & midwifery community.
- A belief in the opportunity for growth and change for all individuals.

**Key selection criteria:**

- Ability to demonstrate experience in care provision and case management practices.
- Demonstrated knowledge and experience in the provision of care coordination services for individuals with a range of sensitive health problems.



- Knowledge of, and experience in, contemporary treatment practices in the alcohol & other drug sector and mental health field along with the systems within which these practices are provided.
- Demonstrated program and service development experience.
- Demonstrated experience in working with government and non-government services relevant to this area of health care.
- Highly developed written, verbal and interpersonal communication skills.
- Adequate general proficiency in the use of computers.
- Experience in coordination or leadership within a health care role.
- Demonstrated examples of innovative practice.

**Key Performance Areas:**

- The development, delivery and coordination of an effective case management service for this group of professionals.
- Establishment of collaborative pathways with key stakeholders, including formulation of work practice agreements for NMHPV policy
- Formulation of required reports.
- Participation in the development and review of operational policies and procedures for the NMHPV.
- Attendance and participation in appropriate program and organisational development initiatives.
- Development and facilitation of support groups, including NMHP Champion Training, for NMHPV participants and stakeholders as required.

**Other requirements:**

- The position involves some travel within metropolitan Melbourne and non-metropolitan Victorian locations.
- A current Victorian driver's licence is essential.
- A current Police Check.
- Participation in Continuous Quality Improvement activities including policy and procedure review and update and accreditation processes
- Participation in monthly line management supervision
- Participation in monthly external supervision as per external supervision agreement which is reviewed at the annual performance review.

**Other relevant information:**

This is a 4 day per week position subject to funding with a 6-month probation period. It is a Grade 4b position with terms of employment in accordance with the Nurses & Midwives (Victorian Public Health Sector) Enterprise Agreement and staff are entitled to Salary Package.