

## ORGANISATIONAL OVERVIEW

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### Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

### Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

### Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health:**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

**Commitment to Child Safety at Northern Health:**

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

**Family Violence and Child Safety Statement:**

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond to individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

**Essential:**

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



## POSITION DESCRIPTION

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<b>Position Title:</b>	Psychological Interventions Clinic Coordinator
<b>Business Unit/Division:</b>	Mental Health Division
<b>Award Agreement:</b>	Medical Scientists, Pharmacists & Psychologists Victorian Public Sector Agreement 2021-2025; Victorian Public Mental Health Service Enterprise Agreement 2025-2028
<b>Classification:</b>	P4, OT5, SW5, RPN5
<b>Employment Type:</b>	Part time
<b>Reports to:</b>	Program Manager – Operational Governance Director of Psychology- Professional Governance
<b>Date Prepared/Updated:</b>	March 2026

## ROLE STATEMENT

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### General Role Statement:

The **Senior Psychological Interventions Clinic Coordinator** provides leadership to strengthen psychotherapeutic practice within Community Mental Health Teams in the Mental Health Division.

### This position is responsible for:

The role involves delivering psychotherapy, designing psychotherapy programs for consumers, and promoting a strong psychotherapeutic culture across community teams through leadership and service development.

### All employees:

#### Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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### Leadership

- Lead the Merri-bek Psychological Therapy Clinic in the delivery of evidence-based psychological treatments and provide clinical leadership to clinicians within the program.
- Oversee the implementation and evaluation of individual and group psychological treatment programs delivered within the service.
- Coordinate referrals, intake processes, caseload allocation, and clinic workflow to ensure efficient service delivery.
- Monitor service demand, waiting lists, and utilisation to ensure equitable and timely access to care.
- Develop and maintain effective communication pathways between the clinic and Community Mental Health Teams.
- Ensure clinicians practice within their professional scope and in accordance with relevant standards and guidelines.
- Lead clinical review processes and ensure risks are managed effectively in line with organisational policy, procedures, and escalation processes.
- Implement outcome measurement procedures and oversee evaluation of psychological treatments delivered by the clinic.
- Deliver specialist psychological assessment, formulation, and evidence-based interventions for consumers with moderate to severe and complex mental health conditions.
- Maintain a clinical caseload including consumers requiring specialist or intensive psychological intervention.
- Provide expert secondary consultation and guidance to multidisciplinary staff regarding complex clinical presentations and treatment planning.
- Provide clinical supervision to clinicians within the Psychological Therapy Clinic within discipline and, where required, across other areas of the Mental Health Division (MHD).
- Promote the integration of psychological therapies across community mental health services.
- Facilitate case consultation, reflective practice, and multidisciplinary learning opportunities.
- Contribute to recruitment, orientation, and professional development of staff within the psychological therapy service.

### Strategic and Project Management Leadership

- Ensure psychological therapy services operate within established clinical governance frameworks, ethical standards, and organisational policies.
- Participate in audit, evaluation, and quality improvement initiatives to support service excellence.
- Monitor treatment outcomes and key service performance indicators.
- Contribute to risk management and clinical review processes.
- Ensure brief, medium, and longer-term psychological interventions are delivered in accordance with service models and program design.
- Identify gaps in psychological service delivery and develop initiatives to improve access and service effectiveness.

### Organisation-Wide Contribution

- Work collaboratively with Therapy Leads across the Mental Health Division and provide support to other therapy programs when required.

- Collaborate with the MHD Group Treatment Program to design and deliver evidence-based psychological group interventions.
- Contribute to service-wide evaluation and research initiatives examining the effectiveness of psychological interventions.
- Provide leadership to support the development of a strong psychotherapeutic culture across the Mental Health Division.
- Contribute to service planning and improvement initiatives within the division.
- Support workforce capability development through training, mentoring, and education in psychological interventions.
- Support our early career clinicians to deliver evidence based treatments through the provision of opportunity, clinical guidance and where appropriate direct supervision.

### **Diversity and Inclusion**

- Support the implementation of inclusive, recovery-oriented, and culturally responsive psychological treatment pathways.
- Promote equitable access to psychological therapies for consumers from diverse cultural, social, and clinical backgrounds.

### **Innovation and Culture Change**

- Work in collaboration with the Principal Clinical Psychology Lead (MHD) to develop and implement innovative psychological treatment models suitable for public mental health settings.
- Support the integration of psychotherapy across community teams and programs.
- Provide professional training and development opportunities across the Mental Health Division as required.
- Identify service gaps and develop innovative approaches to enhance access to psychological therapies.
- Promote evidence-based practice and contribute to the ongoing development of best practice psychological care.
- Contribute to service planning, policy development, and continuous improvement initiatives across the Mental Health Division.
- Support staff education, training programs, and professional development initiatives.

## **SELECTION CRITERIA**

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### **Qualifications, Registrations and Qualities:**

- Post graduate degree in relevant mental health discipline (Psychology, Social Work, OT or Nursing)
- Hold current AHPRA registration for Psychology, Occupational Therapy or Nursing.
- Psychologist will hold area of practice endorsement with AHPRA in clinical psychology, and be a board approved supervisor.
- Hold registration with Australian Association of Social Workers.
- Demonstrated Accredited training in one or more psychotherapeutic approaches

### **Experience:**

- Minimum ten years experience in working in a psychotherapeutic context.
- Experience in providing treatment and management of consumers living with severe mental illnesses within a public mental health context.

- Experience and endorsement as a supervisor.
- Demonstrated expertise in at least two evidence based psychotherapeutic approaches.
- Preparedness to train in and implement evidence based psychological treatments
- Ability to work collaboratively within a multi-disciplinary team.
- Ability to work independently in forming well-reasoned clinical recommendations for psychological treatment based on formulations made during patient assessments.
- Highly developed communication and interpersonal skills within a team framework.
- Demonstrated ability to relate to consumers, carers, other professionals and members of the general community.
- Sound knowledge of relevant legislation, government policy and strategic directions in the mental health field.
- Demonstrated commitment to ongoing professional development and discipline specific supervision.
- Current Victorian driver’s license

**Knowledge, Skills and Behaviours:**

- Experience in design and evaluation of public mental health psychotherapeutic programs
- Demonstrated expertise in delivering psychological treatment to consumers living with a range of mental health disorders that are significantly effecting the individuals functioning.

Employee Declaration

I  have read, understood and accept the above Position Description.  
(Please print name)

Signature:  Date: