<table>
<thead>
<tr>
<th>Position Title</th>
<th>Psychiatric Nurse (Community)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>62 Morgan street North Geelong 3215</td>
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<tr>
<td>Unit</td>
<td>Health-Mental Health and wellness</td>
</tr>
<tr>
<td>Classification</td>
<td>Clinical Registered Psychiatric Nurse Level 3</td>
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<tr>
<td>Award</td>
<td>Nurses Award 2010 MA000034</td>
</tr>
<tr>
<td>Reports to</td>
<td>Mental Health and Wellness Team Leader</td>
</tr>
<tr>
<td>Direct Reports</td>
<td>Nil</td>
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Wathaurong Aboriginal Cooperative Limited

The name Wathaurong (Wada-Wurrung) is a recognized tribe (community which consists of some 25 clans (family groups) that form part of the Kulin Nation of Aboriginal people. The traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland to a north direction towards Ballarat.

Wathaurong was formed by community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of community with formal registration in 1980 to support the social, economic and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas. Wathaurong Aboriginal Cooperative Limited is located 70 kms or 60 minutes travel time one way from Melbourne CDB and is an Aboriginal Community Controlled Organization (ACCO) governed by an Aboriginal board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the board.

Purpose of the Role

The role of the Psychiatric Nurse (Community) is to provide mental health intervention, consultancy and liaison in relation to people with mental illness in the Wathaurong community. To provide clinical services on referral and case coordination where appropriate, together with consultancy and guidance to clinic staff. The Psychiatric Nurse will consult with community members, stakeholders and elders to help achieve positive outcomes for clients living with mental illness.

To improve health outcomes for patients of Wathaurong Health Services and Aboriginal community members, through provision of primary health care, health education, early detection and effective management of disease.
# Wathaurong Position Description

## PSYCHIATRIC NURSE (COMMUNITY)

<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>Key Responsibilities</th>
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| Clinical and Operational         | • Provide high quality psychiatric assessment and interventions for clients which are confidential, culturally safe, and in keeping with APA & AHPRA best practice standards  
• Review the case files of existing clients and provide recommendations and updated care plans  
• Provide timely implementation, monitoring and review of mental health care plans and assessments for clients in collaboration with primary care teams  
• Conduct client risk assessments including suicide and violence; following up with appropriate support-home visits, referrals, and treatments. Monitor critical changes and initiate appropriate emergency procedures with acute care providers  
• Undertake crisis intervention, intake assessments, Medication management, Initiation of GP management plans  
• Deliver presentations at preventive and health education forums and group psycho-education  
• Work in partnership with Aboriginal Health Workers to ensure the provision of holistic and culturally appropriate health care  
• Patient Information Recall System Management and medical administration  
• Provide appropriate clinical supervision of Aboriginal Health Workers  
• Assist medical and allied health practitioners as required  
• Report quality assurance issues to Team Leader |
|Finance, Quality & Compliance     | • Knowledge, understanding, and adherence to relevant legislation, policies, and issues applicable to the delivery of psychiatric services within an ACCHO  
• Ensure information is recorded accurately and in a timely manner in the electronic health record system, and that records are maintained in accordance with AGPAL and RACGP standards  
• Ensure maintenance of privacy and confidentiality in relation to client information in accordance with organisational policy, cultural protocol and professional ethics and guideline  
• Responsibilities are met in line with organisational policies and procedures, and contribute to relevant goals and objectives of the organisational strategy  
• Internal and external reporting, record, and quality system management obligations are met according to organisational and external requirements |
|People & Performance              | • Work in collaboration with multidisciplinary health and clinical professionals providing primary healthcare and social services across the organisation, to ensure effective client referrals and case management for optimal outcomes |
### Wathaurong Position Description

<table>
<thead>
<tr>
<th>Stakeholder &amp; Community Engagement</th>
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<tr>
<td>• Develop positive relationships with community stakeholders and provide visible presence at community events and meetings</td>
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<tr>
<td>• Ensure the delivery of psychiatric services are culturally safe, appropriate, and accessible for the needs of Aboriginal and Torres Strait Islander people</td>
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### Selection Criteria

#### Education and Experience

- Hold and maintain full general registration (minimum) with the Psychiatry Board of Australia as an AHPRA registered health professional
- Demonstrated experience providing psychiatric services in a community, cultural, or health service environment
- Experience working in a service delivery setting with Aboriginal and Torres Strait Islander communities
- Experience or demonstrated capability to provide professional clinical supervision to AOD workers.

#### Job Specific Competencies

- Excellent interpersonal skills with ability to develop positive stakeholder relationships and communicate with diverse individuals at all levels
- Ability to demonstrate resilience and meet targets and objectives within a pressured environment
- Strong written and verbal communication skills with a high level of accuracy
- Ability to work effectively and cooperatively as part of a team

#### Job Specific Certification

- Police Check
- Working with Children Card
## Wathaurong’s Statement of Commitment to Child Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

### Eligibility

Appointments are subject to satisfactory completion of relevant screening checks.

The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic) and s8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).

Applications for this position are invited from suitably experienced and qualified applicants who identify as Aboriginal or Torres Strait Islander.

### Applications and Recruitment

Applications should consist of a current resume and a cover letter including responses to the Key Selection Criteria, submitted in Word or PDF format before the closing date.

Enquiries regarding the position should be directed to Rachael Knight at 03 5272 8834

Shortlisted candidates will be invited to attend an initial in-person interview in Geelong.
# Wathaurong Position Description

## Schedule 1

<table>
<thead>
<tr>
<th>Reports To</th>
<th>Health-Mental Health and Wellness Team Leader</th>
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<tbody>
<tr>
<td>Funding Agreement</td>
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<tr>
<td>Funding Expiry Date</td>
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## Behavioural Expectations

### All employees are required to:
- Treat all Wathaurong Clients with respect and strive to meet their needs
- Treat people fairly and with respect
- Be familiar with and abide by all Wathaurong Policies and Procedures
- Consider facts objectively on a case by case basis
- Refer matters of cultural sensitivity to Community Members to seek their counsel
- Work in a manner that observes Workplace Health & Safety legislation
- Strive to create a positive workplace environment free from Bullying, Intimidation and Harassment.
- Embrace diversity and encourages collaboration
- Perform your duties to the best of your ability at all times
- Be pro-active in relation to Risk and Incident reporting
- Undertake other duties as directed when they are within your skillset
- Maintain positive attitude and outlook

## Leadership Expectations

### All employees with Leadership responsibility are required to:
- Follow all specified Human Resource Policies & Procedures
- Manage employees in a consistent and transparent manner, setting clear targets & behavioural expectations
- Select the best candidate for the role, free from discrimination
- Conduct monthly supervision, One on One’s for a minimum of 30 minutes
- Conduct formal performance appraisal with set KPI’s and individual development plan by March each year and conduct a mid-year progress review in September
- Make decisions within your delegated authority and funding agreements
- Ensure all funding agreement reporting requirements are undertaken in a timely manner
- Effectively manage employee time & attendance and leave applications
- Consistently manage the performance of all team members to ensure equity in work allocation
Key Performance Indicators

Position holder maintains targeted client caseloads in accordance with service objectives.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Managers Name</th>
<th>Signature</th>
<th>Date</th>
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