Position Description

Position Title	Mental Health Clinician – CAMHWS Intake
Position Number	Dependent on qualification
Division	Clinical Operations
Department	Mental Health – Child and Adolescent Mental Health & Wellbeing Service
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification Description	RPN3, OT3, SW3
Classification Code	NP81-74, YB24-27, YC46-49
Reports to	Manager - CAMHWS
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: Bendigo Health Website - About Bendigo Health

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The CAMHWS Intake Clinician, under the direction of the Senior Clinician/Team Leader, provides comprehensive intake, screening, triage, risk assessment and referral coordination for children, young people and families seeking access to Child and Adolescent Mental Health and Wellbeing Services (CAMHWS). The role serves as a central point of entry to the service, ensuring timely, safe and equitable access to appropriate mental health care and support based on assessed clinical need. Working collaboratively with consumers, families, internal teams and external service providers, the Intake Clinician contributes to early intervention, integrated care and positive consumer outcomes. The position supports organisational strategic priorities through the delivery of person-centred, recovery-oriented and evidence-informed practice, continuous quality improvement, service accessibility, and strong partnerships across the mental health and broader service system

Responsibilities and Accountabilities

Under the direction of the CAMHWS Manager, Team Leader and Team Psychiatrist, Mental Health Clinicians in Intake provide comprehensive biopsychosocial assessment and evidence-based treatment interventions.

Key Responsibilities

In the context of a multi-disciplinary community mental health and wellbeing team, Mental Health Clinicians:

- Conduct specialist, comprehensive biopsychosocial Intake assessment, including crisis assessment and single session family consultations, integrating information from multiple sources to formulate evidence-based treatment strategies for children and adolescents.
- Providing advanced risk assessment and management, including responding to acute mental health deterioration and coordinating urgent care pathways.
- Proactively identify and engage other key community agencies and service providers involved to support recovery and discharge planning consistent with the identified needs.
- Maintain high quality contemporaneous clinical documentation that meets organisational standards.
- Actively participate in the multidisciplinary team processes, offering discipline-specific expertise and contributing to collaborative decision making.
- Complete all administrative tasks associated with case management, including statistical data entry and reporting requirements.
- Under supervision of Team Leader / Manager, provide consultation to Specialist inter-agency programs, community consultation, liaison, awareness and education activities to increase understanding of mental health conditions and service delivery models in the community.
- Provide guidance, mentoring and preceptorship to junior clinicians, students and graduates.
- Contribute to Quality Improvement initiatives, service evaluation and ongoing development of clinical programs.
- Participate in team portfolios (eg., OH&S, Quality, Eating Disorder, Child Protection Liaison) and other activities that support the effective functioning of the specialised clinical team.
- Maintain advanced knowledge of child and adolescent psychopathology, developmental theory, trauma informed care, and family systems.
- Depending on service requirements, work flexible hours including weekends, as directed.
- Perform other duties as directed.

Key Selection Criteria

Essential

Qualifications / Certificates

1. Tertiary qualification in Nursing, Occupational Therapy, or Social Work, with postgraduate qualification in Mental Health (or a related field), or demonstrated progress towards completion, relevant work experience (usually at least 2 years) in a variety of settings together with eligibility for professional registration and practice with the relevant discipline.

Specialist Expertise

2. Demonstrated ability to (or the demonstrated aptitude to develop) undertake comprehensive biopsychosocial assessments of children, adolescents, and their families, including those presenting with complexity, risk, acuity and trauma, informing accurate clinical formulations, evidence-based treatment and recovery plans.
3. Knowledge of underlying principles, clinical care, legislative requirements and best practice models associated with the treatment of complex mental health disorders in children and adolescents.
4. Demonstrated ability to work effectively within multidisciplinary teams, contributing discipline specific expertise, participate in shared decision making and fostering positive working relationships to achieve positive outcomes.
5. Demonstrated experience in liaising and consulting effectively with consumers, family members, multidisciplinary team members, health professionals and community agencies to support coordinated care and positive outcomes.
6. Highly developed written and verbal communication skills, including the ability to provide psychoeducation, maintain accurate and contemporaneous clinical documentation, prepare reports and meet administrative, data collection and reporting requirements.
7. Demonstrated commitment to continuous professional development and evidence-based practice, including participation in quality improvement activities, service development initiatives and reflective practice to enhance consumer outcomes.

Personal Qualities, Knowledge and Skills

8. High level of organisational leadership, communication and interpersonal skills with a sound ability to strategically prioritise work requirements / demands lending to success working independently and as part of a team.
9. A personal approach which is positive, enthusiastic, cooperative, flexible and helpful – lending to capability of developing and maintaining effective working relationships and achieving best outcomes for children, young people and families.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**

- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health 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 Bendigo Health's discretion and activities may be added, removed or amended at any time.