

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Allied Health/Nurse Lead – Women's Mental Health</b>
<b>Reports to (Title)</b>	<b>Chief of Mental Health and Cabrini Outreach</b>
<b>Group Director/ Chief</b>	<b>Chief of Mental Health and Cabrini Outreach</b>
<b>Department</b>	<b>Mental Health</b>
<b>Position Location</b>	<b>Cabrini Elsternwick – Hopetoun Street</b>
<b>Award/Agreement</b>	<b>Grade 4 EBA</b>
<b>Delegation of Authority Level</b>	

### Position Summary & Role Purpose

#### Allied Health/Nurse Lead – Women's Mental Health Service

The Allied Health/Nurse Lead is a senior leadership position, responsible for the strategic oversight and operational management of the inpatient therapy programs, community program, outpatient clinic, and neurodivergent Assessment Centre within the Women's Mental Health Service.

This role requires a seasoned leader with expertise in operational management, clinical governance, and service development. The Allied Health/Nurse Lead works autonomously to drive innovation and excellence across specialized therapy services, while actively contributing to teaching, professional development, research, and quality improvement initiatives. They provide mentorship and guidance to allied health staff, fostering a high-performing, collaborative multi-disciplinary team.

The Allied Health/Nurse Lead shapes the direction and growth of the service, ensuring alignment with organizational priorities and long-term strategic objectives. They are instrumental in embedding evidence-based practice, supporting workforce development, and enhancing service delivery across the Women's Mental Health Service.

The Allied Health/Nurse Lead embodies and advances Cabrini's mission, vision, and values, demonstrating compassion, integrity, courage, and respect in all aspects of leadership and clinical practice.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and Management

- Demonstrate expertise in operational management, providing guidance and support to individuals and teams.
- Contribute to the development and implementation of programs and training initiatives.
- Foster the growth of high performing teams within the organization.
- Serve as a role model for staff, upholding professional values and ethics.
- Act as a representative for the profession in clinical settings or in relation to service development.
- Engage in working parties, committees, and internal forums at both discipline and multi-disciplinary levels, as required.

- Support systems and processes, including policies, procedures, and clinical practice guidelines, and encourage staff participation.
- Support the implementation and evaluation of research projects and actively participate in research and quality improvement initiatives.
- Collaborate with team members to promote research through publication or presentation at internal and external forums, while also encouraging other staff members to do the same.
- Provide operational and strategic management for the allied health workforce within the Women's Mental Health service, including workforce planning, leave management, recruitment, pay approval, and performance management.
- Provides clinical supervision to allied health staff in 1:1 and group capacity.

## **1.2 Operational Responsibilities**

- Oversee individualized and group-based clinical care provided by allied health team.
- Evaluate clinical outcomes and actively participate in research activities.
- Foster effective communication with all staff members, providing verbal and written feedback.
- Ensure compliance with legal and ethical responsibilities towards patients, visitors, and staff.
- Maintain confidentiality and establish appropriate professional relationships with staff and patients.
- Regularly engage in clinical supervision and pursue ongoing professional development through educational opportunities.
- Maintain accurate clinical records in accordance with hospital policies, ACHS standards, and legal requirements.
- Contribute to the design and implementation of programs that meet the needs of patients and align with current clinical practices.
- Act as a valued team member, promoting a supportive team environment and actively contributing to its success.
- Communicate effectively with customers and patients, utilizing appropriate channels of communication, both formal and informal.
- Participate in and contribute to quality improvement and risk management activities across all aspects of the service.
- Assist with local recruitment and onboarding of new staff.
- Perform other duties as directed.

## **1.2 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter.
- Demonstrates positive role modelling, mentorship for all members of the interdisciplinary team in line with Cabrini's policy and protocols.
- Participate in, as requested, relevant committees, working parties and research projects that are related to mental health.

## **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Participate in ongoing professional development, training, and supervision to maintain best practices and enhance clinical skills.
- Personal application of the Cabrini performance management framework.
- Identifies learning opportunities within the speciality and works with other clinicians to implement learning programs accordingly.

- Identifying, encouraging, and monitoring the continuing development of others within a learning culture. Evaluates programs and redefines clinical practice in line with best practice guidelines.
- Assist in building a positive team culture.

## 2. **Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients, and visitors, as far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS (Work Health and Safety) management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes, and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents, and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents, and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

## 3. **Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high-quality care to our patients, residents, and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

## 4. **Child Safety**

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse

### **Organisational Relationships**

- Reports directly to the Chief of Mental Health and Cabrini Outreach
- Maintains a close collaborative working relationship with the Nurse Manager (Women's Mental Health) and broader Allied Health Managers across Cabrini

### **Committee Membership**

**The Allied Health/Nurse Lead will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Chief of Mental Health and Cabrini Outreach

#### **Staff Development**

**The Allied Health/Nurse Lead will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

#### **Key Competencies**

**The Allied Health/Nurse Lead must demonstrate the following requirements:**

##### **ESSENTIAL**

###### **Registration**

- Allied Health and Nursing staff must hold current registration under the Australian Health Practitioner Regulation National Law Act (2009) with their relevant Board (Occupational Therapy Board of Australia, Psychology Board of Australia, Nursing and Midwifery Board of Australia), or hold an approved degree in Social Work with eligibility for membership of the Australian Association of Social Workers. Occupational Therapists also require an approved degree from a recognised school of Occupational Therapy or other qualifications eligible for membership with the Australian Association of Occupational Therapy (Vic.)

###### **Knowledge and Experience**

- At least 10 years' clinical experience, post registration. Desirable in a mental health setting.
- Demonstrated excellent interpersonal and communication skills (written and verbal) and proven ability to liaise, negotiate and communicate with staff, including the multi-disciplinary team, community agencies and the wider service system
- Sound planning and organisational skills
- Extensive experience providing group programs and individual therapy to clients with mood disorders, substance use disorders, neurodivergence, and complex post traumatic stress disorders (using CBT, DBT, Schema Therapy, EMDR, CPT and/or ACT modalities)
- Demonstrated ability to undertake quality improvement activities
- Experience in leadership and management
- Clinical supervision experience

###### **Knowledge:**

- Demonstrated knowledge of research and evidence-based practice methodologies, with the ability to undertake quality improvement activities
- Understanding of a variety of both public and private funding arrangements

##### **DESIRABLE**

- Experience managing teams in a private mental health facility

#### **Conditions of Employment**

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## **Our mission**

### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

### **WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage, and respect to all we serve.

### **WHAT WE DO**

We provide excellence in all our services and work to identify and meet unmet need.

## **Our values**

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction, and her approach.***

### **Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

### **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents, and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

### **Courage**

We have the strength, determination, vision, and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically, and emotionally – creating an environment of hope and healing
- We rise to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

### **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability, and social position and treat them with courtesy, respect, equality, and justice
- We respect ourselves, our colleagues, and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers, and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services.”

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

**We are here to provide service:**

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty, or have offensive personal odour

**We want to build a just and sustainable community:**

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

**Authorised:**  
**Chief of mental Health and Cabrini Outreach**



25 September 2025  
**Date**