

Position Description

Position Title: Keyworker/Registered Psychiatric Nurse RPN2

Classification:	RPN Grade 2
Business unit/department:	Adult Services, Mental Health Division
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Employment type:	Fixed-Term Full-Time
Hours per week:	40 (38+ADO)
Reports to:	CRP Manager
Direct reports:	N/A
Financial management:	Budget: N/A
Date:	6 th August 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

The Registered Nurse, Grade 2 is accountable to the Manager of the Community Recovery Program (CRP) and will work collaboratively with the Community Mental Health Support Services (CMHSS) provider (Mind Australia) and with the broader Mental Health Division staff.

The CRP is a mental health initiative developed in partnership with Mind Australia, providing 24-hour, 7-day residential rehabilitation to consumers with long-term psychiatric disability. CRP offers 22 purpose-built, self-contained units and a comprehensive program of clinical treatment, recovery-focused interventions, activities, groups, and practical involvement in community outreach.

The CRP RPN2 will be required to work within a multidisciplinary team and demonstrate an ability to work independently (under the leadership of the RPN3) within a case management/key-working structure. Staff will draw on the resources people with a lived experience of mental illness have to offer. Staff will communicate using recovery language that fosters self-determination and hope, is person-centred, goal-directed and focuses on personal strengths. The CRP policy on Recovery Principles for Service Delivery will guide staff in working within the philosophy of recovery.

The RPN2 will assume responsibility for their own practice, based on their level of competence and contribute to the efficient and effective day-to-day running of the CRP with the support of an RPN3. The RPN2 will provide direct support to individual consumers to identify their psychosocial needs, promote education and skills training to sustain a meaningful life, assist consumers to return to a place of residence, work collaboratively with clinical partners and stakeholders, provide support to families and carers, and undertake group work with the support of the wider team.

About the Mental Health Division

The Mental Health Division provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community.

All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

The Community Recovery Program (CRP) sits under the Adult Services Directorate and offers expertise from Nursing, Medical, Community Mental Health Practitioners, a Peer Worker, Family and Carer Worker, Ancillary Staff, Management and external stakeholders and resource partners working collaboratively with residents to achieve a meaningful life through a staged approach to recovery.

Position responsibilities

Role Specific:

- The Registered Nurse is a key member of the healthcare team responsible for ensuring nursing professional, organisational, legal and ethical standards are met. As a Registered Nurse at Austin Health, you are responsible for planning, implementing and evaluating evidence-based nursing care in collaboration with the multidisciplinary team to achieve optimal healthcare outcomes for our consumers.
- In accordance with the Nursing and Midwifery Board of Australia approved Standards for Practice for the Registered Nurse 2016, position accountabilities for the Registered Nurse are described below. Comprehensive detail of the Standards is available at <http://www.nursingmidwiferyboard.gov.au>.

Thinks critically

- Using a variety of thinking strategies and the best available evidence in assisting consumers to make decisions and providing safe, quality practices within person-centred and evidence-based frameworks.

Engages in therapeutic and professional relationships

- Practice is based on purposefully engaging in effective therapeutic and professional relationships with consumers, carers and stakeholders. This includes collegial generosity in the context of mutual trust and respect in professional relationships.



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Maintains the capability for practice

- As regulated health professionals, RNs are responsible and accountable for ensuring they are safe and have the capability for practice. This includes ongoing self-management and responding when there is concern about other health professionals' capability for practice. RNs are responsible for their professional development and contribute to the development of others. They are also responsible for providing information and education to enable people to make decisions and take action in relation to their health.

Comprehensively conducts assessments

- Accurately conduct comprehensive and systematic assessments including mental health, risk, physical and other aspects of psychosocial assessment and planning. They analyse information and data and communicate outcomes as the basis for practice.

In conjunction with consumers, develops required treatment and recovery plans

- RNs are responsible for the planning and communication of care plans. Agreed plans are developed in partnership with consumers, significant others and the wider team. They are based on the RNs' appraisal of comprehensive, relevant information, and evidence that is documented and communicated.

Provides safe, appropriate and responsive quality nursing practice

- RNs provide and may delegate quality and ethical goal-directed actions. These are based on comprehensive and systematic assessment, and the best available evidence to achieve planned and agreed outcomes.

Evaluates outcomes to inform practice

- RNs take responsibility for the evaluation of practice based on agreed priorities, goals, plans and outcomes and revise practice accordingly.

As a member of the CRP team, the RPN2 will:

- Undertake key-working/case management duties with residents and the team.
- Ensure a high standard of professional practice is maintained with the early identification of potential risk and deterioration in mental state related to consumers, and the use of effective interventions.
- Supervise medication and monitor compliance and side effects.
- Maintain and promote effective communication, both written and verbal, to ensure information and documentation is accurate and meets required standards.
- Work collaboratively with all staff to ensure shifts are organised and tasks completed.
- As a key worker, develop and implement recovery goals identified in collaboration with the consumer/carer. Monitor through participation in Clinical Review.
- Service Plan in collaboration with the consumer and where appropriate, the carer.
- Complete Outcome Measures, Substance Use assessments, Metabolic Monitoring and any other nominated KPIs as required.
- Ensure progress notes in the electronic clinical file reflect accurate clinical information and meet documentation standards.
- Work alongside consumers in their apartments to role model and foster individual recovery goals and needs and be actively involved in community outreach.
- Ensure treatment and care is delivered in a manner that is sensitive to language, gender, religion and individual beliefs.
- Participate in and facilitate groups and activities within the CRP.
- Actively work in collaboration with carers and families.
- Participate in line management and clinical supervision.
- Participate in in-service education and complete all mandatory training annually.
- Participate in admission processes and discharge planning as required.
- Assist in the preceptorship of nursing students.
- Work a rotating roster of afternoon shifts, weekends, and public holidays.
- Flexibility to act up and work in an RPN3 role including morning shifts if the roster requires.



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- Contribute to the day-to-day operations of the residential service by ensuring units and communal areas are home-like and welcoming at all times.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <https://austinhealth.sharepoint.com/sites/oppic>.
- Report incidents or near misses that have or could have an impact on safety, and participate in the identification and prevention of risks.
- Comply with the Code of Conduct.

Selection criteria

Essential skills and experience:

- Knowledge of the Mental Health and Wellbeing Act 2022 and other relevant legislation.
- Demonstrated knowledge of recovery and collaborative clinical practice.
- Clinical experience in mental health care.
- Patient-centred approach to evidence-based care delivery.
- Demonstrated knowledge of professional standards.
- Knowledge of legal and ethical requirements.
- Demonstrated ability to use clinical information systems.
- Commitment to quality, best practice and environmental safety.
- Clear understanding of Safewards.
- Ability to communicate effectively in both written and verbal form.
- A positive approach to ongoing self-education and skill development.
- A flexible, innovative team-oriented approach to service delivery.
- A positive approach to change and diversity.
- Current Victorian Driver's Licence.

Desirable but not essential:

- Postgraduate qualification in Mental Health Nursing or equivalent.
- A sound understanding of information technology, including clinical systems and applications relevant to rostering, risk management reporting, or as required for the role and/or department.

Professional qualifications and registration requirements

Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centred care.



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- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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