

Position Description

Social Work Graduate, Mental Health

Classification:	Social Work Grade 2
Business unit/department:	Mental Health Division
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ Burgundy St Clinic
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Employment type:	Fixed-Term Full-Time
Hours per week:	40 hours per week (38 with ADO)
Reports to:	Program Manager/Team Leader
Date:	September 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 Mental Health Social Work Graduate Program (SW Graduate Program) sits within the Mental Health Division (MHD) of Austin Health. The SW Graduate Program has been developed to deliver highly regarded clinical mental health training and learning for allied health graduates.

The program includes two diverse rotations across the Mental Health Division at Austin Health. Graduates will work in multidisciplinary teams and be well supported to develop their general and discipline specific clinical skills. The program aims to prepare Graduates for a Grade 3 role in clinical mental health and support early career learning and development.

Benefits of the program include:

- Two diverse rotations across the Mental Health Division- Rotations may occur in Adult, Child & Youth and State-wide Speciality Services
- Regular graduate professional development training
- Reduced workload to support learner role
- Regular individual discipline specific supervision.
- One day a month of protected learning time.
- Facilitated learning from a Senior Clinician and Clinical Educators

- Monthly group peer reflective practice sessions
- Engagement in a two-year targeted program of professional development.
- Second year focused on skills development workshops and linking theory and practice
- Support developing discipline and mental health competencies
- Be part of a dynamic discipline-specific community of over 80 Social Workers
- An authentic commitment to supporting graduate wellbeing throughout their time at Austin Health.

About the Directorate/Division/Department

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

Adult & Older Adult Services incorporating:

- North East Area Mental Health Service (NEAMHS)
- Adult inpatient and community services
- Community Recovery Program (CRP)
- Prevention & Recovery Care (PARC) program
- Consultation Liaison (CL) Psychiatry
- HOPE
- Older Adults Community service (OACS)

Child & Youth Mental Health Services (CYMHS) including:

- State-wide and regional responsibility
- Inpatient, outpatient and community outreach services
- Child inpatient unit (CIPU)
- Adolescent inpatient unit (AIPU)
- Booboop Narrkwarren Nagarra-jarra-noun (Family Healing Centre)

Specialty Services with state –wide role incorporating:

- Psychological Trauma Recovery Service (PTRS)
- Brain Disorder Program (BDP)
- Transitional Support Unit (TSU)

Position responsibilities

Key Accountabilities

The Graduate position is a two-year, full-time fixed-term contract of 80 hours per fortnight, including a monthly ADO.

Over the two-year program, you will:

- Provide excellent, consumer-centred, discipline-specific, evidence-based clinical assessment and treatment.
- Work closely with medical, nursing and allied health colleagues to provide a comprehensive service to consumers and their families/carers in line with best practice.



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We bring
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Together
we achieve



We shape
the future

- Undertake clinical work as allocated, including individual, family/carers and group interventions.
- Take reasonable care for your own safety and wellbeing, and that of others.
- Work within your scope of practice and seek support when required.
- Work in partnership with consumers, patients and, where appropriate, their carers and families.
- Continue to develop clinical skills, professional competencies and confidence through attendance at all Graduate Professional Development activities, mandatory training, group reflective practice sessions and other program learning activities.
- Seek regular feedback from your supervisor and Social Work Clinical Educator.
- Prioritise wellbeing and ensure safe work practices are developed and maintained.
- Actively participate in team meetings and clinical reviews.
- Build effective relationships with staff, colleagues and service providers to achieve optimal outcomes for consumers.
- Demonstrate the values of Austin Health in everyday practice, including "Our actions show we care", "We bring our best", "We shape the future" and "Together we achieve".
- Participate in organisational change initiatives and demonstrate a commitment to innovative work practices.

Report Writing and Administration

- Maintain accurate and timely documentation in consumer records in accordance with professional standards, hospital protocols and guidelines.
- Prepare reports and referrals to external agencies as appropriate.
- Utilise Austin Health clinical technologies and tools in accordance with relevant policies, procedures and guidelines.
- Undertake divisional administrative activities as directed.

Professional Development

- Attend and actively participate in all components of the Mental Health Graduate Professional Development Program.
- Participate in wellbeing, supervision and professional development activities as required.
- Undertake graduate education and training requirements to ensure clinical practice remains current and evidence-based.
- Demonstrate a commitment to continuous self-improvement and lifelong learning to broaden professional knowledge, abilities and skills.

Quality and Risk

- Maintain an understanding of individual responsibility for consumer safety, quality and risk.
- Comply with mandatory training and core education requirements.
- Maintain a safe working environment for yourself, your colleagues, consumers, their families/carers and members of the public.
- Report incidents and near misses that have had, or could have, an impact on safety.

Information Management

- Maintain records in patient medical files in accordance with policy, procedure and Austin Health documentation standards.
- Adhere to Austin Health policies regarding the use of Information Technology.
- Record accurate statistical data in accordance with relevant policies and procedures.



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Key Relationships

Internal:

- Program or Unit Manager
- Team Leader
- Multidisciplinary Team
- Consumers and Carers
- Discipline Supervisor
- Discipline Clinical Educator
- Discipline Senior

External:

- Key community stakeholders

Selection criteria

Essential skills and experience:

- Knowledge of the mental health field and associated health and welfare services, across the lifespan
- An understanding of the concept of recovery and collaborative clinical practice
- A basic understanding of the mental health service system and the Mental Health Act (2022)
- Ability to undertake a range of evidence-based assessments and interventions, including individual, family, group work and community liaison
- Ability to work both independently and interdependently
- Fieldwork, paid or voluntary experience in a mental health or health or aged care setting and/or demonstrated interest in developing knowledge and skills in the mental health area
- Ability to work with consumers, family and carers from a range of cultural backgrounds and to provide gender sensitive services
- Ability to function effectively as part of a multidisciplinary team
- Well-developed interpersonal skills and ability to communicate effectively with others (verbal and written communication)
- Sound organizational skills and demonstrated capacity for using initiative and problem solving
- Demonstrated interest in ongoing professional development and ability to reflect and learn from experience
- A commitment to Austin Health values: Our actions show we care; we bring our best; together we achieve and we shape the future
- Competent computer skills

Desirable but not essential

- Aboriginal and Torres Strait Islanders and/or those with experience in working with ACCHO Aboriginal Communities and Families are highly encouraged to apply
- Good presentation and public speaking skills.

Professional qualifications and registration requirements

Mandatory Qualifications

- An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers
- A current Victorian Driver's License (without restrictions), and ability to drive a work vehicle.
- A current Working with Children's Check (without restrictions)
- Ability to converse in a language other than English.



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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-centered care.
- 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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