

# Austin Health

## Position Description



### Position Title: NDIS Program Lead

Classification:	Social Work (Grade 3) Psychologist (Grade 3) Occupational Therapy (Grade 3) Registered Psychiatric Nurse (Grade 4)
Business Unit/ Department:	Mental Health Division
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020 - 2024
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025
Employment Type:	Parental Leave Cover
Hours per week:	40 hours with ADO
Reports to:	Discipline Lead Occupational Therapist
Direct Reports:	N/A
Financial management:	Budget: N/A
Date:	April 2025

## About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

## About the Mental Health Division

The 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 are located across Austin Health 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.

## Purpose and Accountabilities

The NDIS Program Lead will support NDIS-readiness across Austin Health MHD. The primary purpose of this role will be as the key point of contact for Austin Health with the National Disability Insurance Agency (NDIA) local office and the NDIA Local Area Coordination (LAC) partner within Austin Health catchment. Also, for the role to maintain and report on up-to-date information relating to changes and developments in the NDIS as they evolve.

The incumbent will work towards building effective and efficient operational interface and partnership between Austin Health and the local NDIA office, LAC and NDIS-funded support service providers within the catchment and build the capability of Austin Health MHD workforce to support consumers and carers throughout the various stages of the NDIS service pathway.

The NDIS Program Lead will be supported internally by the NDIS Steering Committee and will work collaboratively with other roles and activity being undertaken by each of the area mental health services, and the work of the Department of Health and Human Service's Specialist Clinical Mental Health and NDIS Collaboration Project, of which Austin Health is a partner.

### Role Specific:

- As the NDIS key point of contact for Austin Health, the NDIS Program Lead will work to engage with, build and maintain effective relationships with a range of internal and external key stakeholders.
- Develop agreed protocols and processes of operation between the relevant programs of Austin Health and key stakeholders with the aim of ensuring opportunities for consumers to access NDIS are optimised and that processes for collaboration during service delivery are simple and mutually understood.
- Supported by the NDIS Steering Committee, develop and action a local work plan detailing all relevant operational and workforce activities required for NDIS within Austin Health MHD.
- Represent Austin Health at forums and events relating to NDIS.
- Build workforce capability through coordination, facilitation, development and delivery of NDIS-related training and education activities aimed at enhancing the capacity of Austin Health mental health workforce.
- Build workforce capability & competency in relation to identifying eligible consumers, completing, and documenting psychosocial functional assessments and conducting

assessments for permanency of impairment, strategies for consumer engagement including difficult to engage consumers.

- Provide expertise, information, and secondary consultation to mental health clinicians in relation to NDIS access, planning, support implementation and review processes.
- Play a key role in addressing any issues relating to communication or decision-making relating to interface or consumer related issues both internally and externally.
- Contribute to addressing the needs of consumers and carers of Austin Health in relation to the NDIS in collaboration with Austin Health consumer, carer, and peer workforces.
- Prepare reports, briefings, meeting agendas and minutes, present papers and provide project updates as required.
- Participate in service development, quality improvement and evaluation activities including the development of policies and procedures as required and,
- Participate in NDIS related training and education opportunities to support ongoing professional development.

#### **All Employees:**

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient-centred care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

## **Selection Criteria**

#### **Mandatory Qualifications:**

- Relevant professional qualification in a health-related discipline (psychology, nursing, social work, occupational therapy, or speech pathology) with current Registration with Australian Health Practitioner Regulation Agency (AHPRA) where applicable.
- Nurses must have a Post-Graduate Qualification in Psychiatric/Mental Health Nursing or equivalent.
- Psychologists must be registered with Clinical endorsement and have a minimum of 5 year's professional experience.
- Social Workers must be eligible for membership of the Australian Association of Social Workers and have at least 7 years' experience.
- Occupational Therapists must be registered with the Occupational Therapy Board of Australia and have at least 7 years' experience.
- Valid and unrestricted Victorian Driver's Licence, and ability to drive a work vehicle.
- Current and unrestricted Working with Children's Check.

#### **Essential Knowledge and skills:**

- A commitment to Austin Health values.
- Demonstrated experience working in the human services sector e.g., mental health, disability, child services, allied health, social work, community development or education.
- Demonstrated understanding of the National Disability Insurance Scheme Act (2013), the National Disability Services Standards, and the needs of mental health consumers, their families and carers.
- Understanding of the disability legislation and support services
- Demonstrated experience in building workforce capacity and competency in relation to

complex health systems.

- Demonstrated clinical experience particularly in relation to assessment and planning.
- Strong knowledge of the principles of person-centred care and demonstrated ability to apply this approach.
- Demonstrated experience in continuously improving the quality-of-service delivery.
- Excellent written and verbal communication, presentation skills.
- Well-developed organizational and time management skills with the ability to prioritize and manage workload effectively.
- Commitment to work collaboratively and effectively as part of the multidisciplinary team with multiple key stakeholders both internal and external to Austin Health (including consumers, carers, family members and community agencies).

**Desirable but not essential:**

- A sound understanding of information technology including clinical systems and applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- Previous service development, quality improvement or project experience highly regarded.
- Demonstrated knowledge and understanding of disability sector and associated legislation, and the Mental Health Community Support Service sector highly regarded.
- Training and education development and delivery experience and/or Certificate IV in Training & Assessment highly regarded.

## General Information

### **Austin Health is a Child Safe Environment**

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### **Equal Opportunity Employer**

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	