

# Austin Health Position Description



## Position Title: Specialist Eating Disorder Service Coordinator

Classification:	Allied Health (Clinical Psychologist, Social Work, Occupational Therapist) Grade 3 Registered Psychiatric Nurse Grade 4
Business Unit/ Department:	North East Continuing Care Service
Work location:	Austin Health [ <input type="checkbox"/> ] Heidelberg Repatriation [ <input type="checkbox"/> ] Royal Talbot [ <input type="checkbox"/> ] Other [ <input checked="" type="checkbox"/> ] Community
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020 - 2024
	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025
Employment Type:	Full-Time
Hours per week:	38 (+ ADO)
Reports to:	CCS Manager
Direct Reports:	Nil
Financial management:	Nil
Date:	

## 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](#).

## Position Purpose

The Community based Eating Disorder service model is designed with the consumer and their families/carers at the centre.

Multidisciplinary Specialist Eating Disorder Service (SEDS) provides a specialist lens to enhance care provided by Case Managers in established Adult and Older Adult Mental Health Division community teams.

The SEDS Coordinator will work with existing leadership structures in providing clinical and operational oversight in the provision of high quality, expert, clinical assessment, and care coordination for adults living with an eating disorder diagnosis.

Perform a wrap around functionality for registered consumers of community services to improve clinical outcomes, access to specialists and secondary consultation/support initiatives for existing care teams.

## About the Mental Health Division

Austin Health 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. 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 incorporates three areas:

- Adult and Older Adult Mental Health Services
- Infant, Child and Youth Mental Health Services, and
- Mental Health Specialty Services

### Local Area Description:

Austin Health has launched a new community-based eating disorders service model designed with the consumer and their families/carers at the centre.

The multidisciplinary Specialist Eating Disorder Service (SEDS) provides specialist care to enhance care provided by Case Managers in the Adult and Older Adult Mental Health community service, North East Continuing Care Service.

NECCS utilises a multidisciplinary approach in delivering specialist clinical care for adult clients with severe or complex mental health diagnoses. Consumers' Outcome Measures (Life Skills Profile, HoNOS and Phase of Care) indicate they are currently or are at risk of recurrent acute/crisis episodes and frequent periods of hospitalisation without more specialised, therapeutic interventions.

The service currently operates within business hours

## Purpose and Accountabilities

### Role Specific:

#### Direct Clinical Care

- Demonstrate a clear understanding of and sophisticated practice in the principles of recovery-orientated and trauma-informed, collaborative practice and expertise in Eating Disorders and comorbid mental illness/disorders
- Responsible for the day-to-day clinical functioning and leadership of this specialist service in collaboration with service manager and lead psychiatrist
- Perform intake functionality for referrals to Adult SEDS
- Coordinate a single comprehensive multidisciplinary assessment and treatment planning session with the client, their identified carer/supports and wider care team. This includes a rigorous assessment of the clinical risk of each client and effective management of this risk through care coordination with the case manager and regular treating team
- Provide secondary consultation to SEDS members and Case Managers to Adult and Older Adult community teams as agreed
- Coordinate delivery of consumer and carer group sessions such as support, therapeutic and education sessions
- Lead and advise in partnership with multidisciplinary team, to address abnormalities in assessment information in all clinical situations.
- Lead and advise in partnership with multidisciplinary team to ensure goals of care and planned patient outcomes are achieved.
- Provide leadership and guidance regarding discharge planning, ensuring alignment with consumer/carers goals of care.
- Provide expert clinical knowledge to point of care clinicians through communication, modelling, and teaching.
- Work alongside service manager to monitor and evaluate the effectiveness of the SEDS team, including monitoring KPI set forward by executive
- Provide expert clinical advice in collaboration with the consumer/carers and MTDM; actively communicate in the treatment decision making.
- Lead the multidisciplinary team handover, huddles and advise on key priorities.
- Provide expertise in management of complex situations and generate alternative course of action.
- Work assertively with local community health care providers, including GPs, to facilitate effective health monitoring and bolster existing shared-care arrangements.

#### Education;

- Facilitate staff learning through development of cross discipline relationships and networks.
- Provide targeted consultation and education to clinicians and students across Adult and Older Adult Division regarding contemporary and evidenced based Eating Disorder assessment and treatment.
- Provide education and secondary consultation to community organisations to

increase the knowledge of Eating Disorders amongst adult mental health consumers.

- Actively participate in under- and post-graduate training of professionals
- Actively participate in area of expertise by presenting at conferences and forums, including Grand Rounds
- Utilise and maintain professional practice portfolio to plan for future continuing education, professional development and employment goals for self and others.
- Lead/coordinate local networks and forums to share and extend professional knowledge and build collegial relationships.
- Identify and implement strategies to support staff with their learning needs.

### **Research;**

- Demonstrate in-depth and developed knowledge of the translation of research into practice.
- Lead, guide and support others to deliver evidence-based practice.
- Identify best practice research to address gaps in practice.
- Create, participate and support others in the development of evidence-based guidelines.

### **Support of Systems;**

- Contribute to organisational level strategic planning and drives local strategic plan initiatives to improve clinical outcomes and quality of life for peoples living with an Eating Disorder diagnosis.
- Lead initiatives aligned to NSQHS Standards to drive practice improvement at the local level.
- Contribute to the development of staff skills to identify, plan, and implement evidence-based risk prevention strategies.
- Support and lead others to develop and undertake evidence-based quality activities based on clinical audit results.
- Support others to develop insight into practice gaps and guide them to utilise resources/clinical audit findings in local clinical area.
- Develop others to be skilled in the ability to utilise all Austin Clinical informatics systems.
- Lead staff to adhere to organisational EMR policy and practice.
- Actively contributes to the development and review of policies and practice guidelines in line with their area of clinical expertise.

### **Professional Leadership;**

- Work collaboratively with key stakeholders (e.g. but not limited to Infant Child Youth Mental Health Service, Body Image and Eating Disorders Recovery Service, Eating Disorder Program and Victorian Centre for Excellence in Eating Disorders)
- Work collaboratively and successfully with the lived and living experience workforce, empowering them in their roles and learning from the to improve the practices of self and others

- Provide mentorship/ coaching of other staff for career development.
- Demonstrate high levels of self-agility and maintain focus even during times of uncertainty and change.
- Demonstrate a commitment to deliver sustainable, excellent performance and accountability within the local context.
- Establish systems and processes to ensure excellence and accountability in delivery of safe, effective healthcare.
- Practice high-level communication and leadership skills consistently.
- Establish a culture that values and celebrates leadership.
- Create a culture of clinical practice where teamwork, diversity and inclusion are central to delivery of care.

### 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 by following organisational safety, quality & 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 & Quality Health Service Standards and other relevant regulatory requirements.
- 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 (Social Work, Occupational Therapy, Clinical Psychology or Registered Psychiatric Nurse) and current registration with the relevant professional board, association or college
- Post-Graduate Qualification in Mental Health Nursing or equivalent for Registered Nurses
- Psychologist: Registration with a specialist endorsement in Clinical Psychology or Forensic Psychology
- Social Workers must be eligible for a membership with the Australian Association of Social Workers (AASW)
- A current Victorian Driver's License (without restrictions), and ability to drive a work vehicle

- A current Working with Children's Check (without restrictions)

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

- Must meet minimum 5 years of clinical experience for the profession according to the relevant Enterprise Agreement, specifically in mental health
- Substantial understanding together with solid experience and skills in delivering evidenced-based assessment and treatment of eating disorders (i.e. Family Therapy for Eating Disorders/FBT, Specialist Supportive Clinical Management (SSCM) and/or Cognitive Behavior Therapy – eating disorder (CBT-e) or Dialectical Behaviour Therapy (DBT) and for a range of co-morbid mental health issues
- Qualified to provide clinical supervision
- Significant experience of intensive case management and systems work
- Demonstrated experience and ability in community-based assessment and management of people with substantial and prolonged mental illness
- A thorough working knowledge of the Mental Health & Wellbeing Act (2022), the Carer Recognition Act (2012), Child Youth and Family Act (2005), MARAM Framework and Chief Psychiatrist Guidelines
- Proven ability to liaise and consult with relevant family members/carers, as well as a broad range of health professionals and community agency
- Facilitate staff learning through development of cross discipline relationships and networks.
- Experience providing clinical supervision/mentorship/ coaching of other staff for career development.
- A positive approach to change and diversity

#### **Desirable but not essential:**

- Experience within an Acute Psychiatry setting/Eating Disorders Unit/high paced inpatient environment
- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department

## **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

We welcome applications from Aboriginal and Torres Strait Islander people. 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>	