

# Position Description

<b>Position Title:</b>	Case Manager
<b>Reports to:</b>	Manager - Aged Psychiatric Assessment & Treatment Team
<b>Department:</b>	Aged Psychiatric Assessment & Treatment Team
<b>Directorate:</b>	Community Care & Mental Health
<b>Cost centre:</b>	H0552
<b>Code &amp; classification:</b>	RPN Grade 3 (NP81-NP74), Psychologist Grade 2 (PK1 – PK4), Occupational Therapist Grade 2 (YB20-YB23), or Social Worker Grade 2 (YC42-YC45)
<b>Employment conditions:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020 – 2024 or Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The role of an Aged Psychiatric Assessment and Treatment Team (APATT) Case Manager is to work productively with all other APATT members to provide a high standard of psychiatric assessment, treatment and case management of aged clients of the service. The position amongst others is responsible for promoting Goulburn Valley Health as a quality regional health service provided.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to the following:**

- To work as part of a multidisciplinary team
- Manage workload within designated timelines
- Undertake a clinical case load within the APATT demonstrating a good understanding of and competency with triage, comprehensive psychiatric assessment, case management, individual service planning, outcome measures, clinical team review and separation
- Participation in the weekly APATT Clinical Team reviews, ensuring all clients within case load are regularly reviewed
- Promote and maintain active involvement of client, carers and significant other persons and agencies in the process of client assessment, service planning, delivery and separation
- Promote and maintain comprehensive documentation in accordance with best practice and legal requirements

- Promote and assist to provide education regarding psychiatric illness, its treatment and management to clients, families, carers and significant other persons and agencies
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Required Registration(s):**

- Current registration with the Australian Health Practitioner Regulation Agency and/or eligibility for membership of relevant allied health professional association.

### **Essential:**

- Broad clinical experience and/or discipline expert knowledge with at least 2 years post graduate
- Experience working in mental health.
- Demonstrated knowledge of the planning, implementation, and evaluation of a range of individual and group interventions for people with mental health problems.
- Demonstrated ability to work effectively in a multidisciplinary team in a complex organisational environment.
- Experience in liaison and consultation with key agencies and other service providers associated with program delivery.
- A sound knowledge of relevant legislation, including the Mental Health Act 2014 and other relevant legislation and current Victorian mental health service delivery policies and their application to clinical practice.
- Demonstrated organisational and time management skills with the ability to prioritise and manage a diverse and gradually more complex caseload.
- Excellent interpersonal, written, and verbal communication skills, including familiarity with multiple computer programs, and the ability to produce well written reports.
- Understanding of the importance of consumer and carer participation; working with families where a parent has a mental illness and CALD sensitive practice

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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful achievement of:**

- Allied Health service provision in GVAMHS is regularly evaluated, performance measures are established and agreed standards maintained.
- Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures
- Registration is maintained and working within scope of practice
- Adhere to professional body code of conduct
- Attendance and active participation at meetings as required

- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
  - Active participation in the Performance and Development review process
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### **ALL GV HEALTH STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
  - Develop and maintain collaborative relationships with all other teams and professionals;
  - Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
  - Contribute to organisational quality and safety initiatives;
  - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
  - Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
  - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
  - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
  - Comply with the principles of patient and family centred care;
  - Not smoke or vape on GV Health premises;
  - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
  - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
  - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>Community Care &amp; Mental Health</b>	<b>APATT – Case Manager</b>
Reviewed by:	Catherine Yeatman
Issue Date:	September 2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

**The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:**

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)