

# Position Description

<b>Position Title:</b>	Manager, Infant Child & Youth Mental Health and Wellbeing Service
<b>Reports to:</b>	Associate Director – Infant, Child & Youth Mental Health
<b>Department:</b>	Infant, Child and Youth Mental Health
<b>Directorate:</b>	Community Care & Mental Health & Chief Allied Health Officer
<b>Cost centre:</b>	H0502
<b>Code &amp; classification:</b>	Registered Psychiatric Nurse, Grade 5 (NP51), Psychologist Grade 4 (PM1 – PM5), Occupational Therapist Grade 4 (HR9 – HR12) or Social Worker Grade 4 (HR25 – HR28)
<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)

---

**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).

---

## POSITION SUMMARY

The ICYMHWS service is responsible for the delivery of compassionate, recovery oriented mental health care and support to children and young people under the age of 25 years, along with their families, carers and supporters.

Specialist teams in the ICYMHWS service include:

- Infant, Child and Family Mental Health and Wellbeing
- Youth Mental Health and Wellbeing
- Neurodevelopmental Psychiatry Clinic
- Early Psychosis Team
- Intensive Mobile Youth Outreach team
- Perinatal Emotional Health Program
- Youth Justice Mental Health
- Homeless Youth Dual Diagnosis

The ICYMHWS Manager role is responsible for providing transformational strategic, operational and clinical leadership for the service.

The Manager, in partnership with the Associate Director and Clinical Director, will support the planning, coordination and reporting of activities relating to priority areas including models of care, care provision and development and maintenance of service relationships within the broader community based infant, child and youth sector. The role also is responsible for the service day-to-day operations, including staffing, resource

allocation, and quality improvement initiatives to ensure effective service delivery to children, young people, and families, carers and supporters.

---

## **RESPONSIBILITIES AND DUTIES**

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

- Supervise, mentor, and provide guidance to multi-disciplinary teams to deliver high-quality, evidence-based, and recovery-oriented mental health care
  - Using codesign principles, plan, coordinate and implement comprehensive care models, ensuring compliance with national mental health standards and safety guidelines
  - Manage day-to-day operations, including staffing, resource allocation, and quality improvement initiatives to ensure effective service delivery.
  - Build and maintain partnerships with schools, GPs, and community agencies to enhance service integration and continuity of care.
  - Monitor service performance against key performance indicators, and complete required reporting
  - Seek out opportunities and develop applications for relevant funding submissions for research, program growth and development relevant to ICYMHWS.
- 

## **POSITIONS REPORTING TO THIS ROLE**

- Mental Health Clinicians,
- Administration Officers,
- Lived experience Peer Workers

**Responsibilities for Management positions:**

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met and maintained;
  - Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
  - Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
  - Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
  - Actively recruit and manage all aspects of workforce demands;
  - Computer literacy at intermediate level for Microsoft applications;
  - Demonstrated business planning, policy, financial and human resources management skills;
  - Foster an organisational culture that values and understands Infant, Child and Youth Mental Health services
  - In consultation with the Associate Director contribute to local, state-wide and national planning and development initiatives relevant to ICYMHWS
  - Foster an organisational culture that values and understands Child and Youth Mental Health and Wellbeing Services
  - Promote an environment that empowers and motivates team members to achieve organisational and team objectives.
-

---

## KEY SELECTION CRITERIA

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

- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse, Clinical Psychologist or Occupational Therapist or eligibility for membership of AASW if Social Worker
- If a Registered Nurse, has post graduate qualifications in Mental Health or related field at a minimum of post-graduate diploma or holds a specialist Mental Health qualification.

### Essential:

- If a Psychologist, will be required to have 10 years' experience, but no less than 8 years of experience as a registered psychologist;
- If a Allied Health professional, will be required to have at least 10 year's post graduate experience;
- Previous managerial or senior clinician leadership experience in a mental health or related service, preferably in infant, child and youth mental health
- Demonstrated ability to provide effective leadership, management, support and supervision in multidisciplinary human service settings
- A demonstrated understanding of the principles of clinical governance, quality improvement, and risk management
- Demonstrated high level communication and influencing skills in complex environments.
- Demonstrated skill and experience in policy development and analysis, service development, change management, planning and evaluation of service provision
- Excellent time management skills and a flexible approach to demand management and problem-solving challenges
- Well-developed knowledge and understanding of relevant legislation, policies and strategic directions of mental health services
- 

### Desirable:

- Post graduate qualifications or completion of education and training in Management and Leadership relevant to health
- Experience in Infant, Child and Youth clinical Mental Health service management

---

## KEY PERFORMANCE INDICATORS

### Your performance will be measured through your successful:

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;

---

## **ALL GV HEALTH ALL 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.
-

**vACCEPTANCE**

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.

**Community Care & Mental Health & Chief Allied Health Officer**

**Manager – Infant, Child & Youth Mental Health and Wellbeing**

**Reviewed by:**

Associate Director – Infant, Child & Youth Mental Health

**Issue Date:**

February 2026

## 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](#)