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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

DUTY STATEMENT

POSITION TITLE:	Mental Health Nurse
REMUNERATION/CONDITIONS:	In accordance with the Nurses Award 2020
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Practice Manager / Clinical Director / Mental Health Team Lead
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	To provide culturally safe mental health nursing care to Aboriginal and Torres Strait Islander patients, including assessments, care planning, medication administration (including depot injections), and collaboration with multidisciplinary teams to support emotional, psychological, and physical wellbeing.
MINIMUM SKILLS REQUIRED:	Current registration with AHPRA as a Registered Nurse (Mental Health Endorsed or equivalent experience)

POSITION SUMMARY

The Mental Health Nurse plays a central role in coordinating and delivering mental health care, providing trauma-informed and culturally appropriate services. This includes managing patients with complex needs, supporting recovery planning, and promoting access to holistic mental healthcare within a safe, confidential, and respectful environment.

RESPONSIBILITIES

Clinical Care & Coordination

- Conduct comprehensive mental health assessments and develop culturally appropriate care plans
- Administer prescribed medications including depot injections and monitor side effects
- Monitor mental state, risk, and therapeutic progress
- Support continuity of care through regular reviews and follow-up
- Provide crisis intervention and support
- Conduct home visits or community-based follow-ups when required
- Liaise with GPs, Aboriginal Health Workers, Psychologists, and external services
- Participate in multidisciplinary team case conferences and care planning
- Ensure accurate documentation in patient records and clinical software systems
- Facilitate referrals and support access to services including NDIS, AOD, and social support

Cultural Safety & Community Engagement

- Deliver care that reflects Aboriginal concepts of social and emotional wellbeing
- Engage respectfully with families, Elders, and community members
- Advocate for patient needs within internal systems and external health pathways
- Provide education and support to patients and their families about mental health

CQI, Governance & Safety

- Adhere to best practice standards and clinical governance procedures
- Participate in internal audits, accreditation, and CQI activities
- Ensure safe medication handling and infection control compliance
- Escalate clinical concerns appropriately

MEETINGS

- Weekly clinical meetings
- Interdisciplinary case conferences
- Clinical Governance Committee
- Stakeholder and partnership meetings as required

KEY PERFORMANCE INDICATORS

Focus Area

Medication Management

KPI

100% timely and accurate administration of depot medications

Cultural Safety

≥90% patient satisfaction on cultural appropriateness of care

Risk Management

Document risk assessments and safety plans for 100% of high-risk patients

Team Collaboration

Attend ≥90% multidisciplinary meetings

PROFESSIONAL DEVELOPMENT

- Maintain AHPRA registration and CPD requirements
- Attend workshops on trauma-informed care, suicide prevention, and cultural competency
- Participate in reflective practice and clinical supervision

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrated experience in community mental health or primary care setting
- Sound knowledge of mental health nursing practice and medication administration
- Strong understanding of Aboriginal social and emotional wellbeing frameworks
- Skilled in de-escalation, crisis intervention, and therapeutic engagement
- Experience working in Aboriginal communities or ACCHSs preferred

MANDATORY REQUIRMENTS

- Current registration with AHPRA as a Registered Nurse (Mental Health Endorsed or equivalent experience)
- Current CPR and First Aid certification
- Mental Health First Aid
- National Police Check
- Working With Children Check
- Current Driver's Licence
- Compliance with all organisational policies and procedures
- Adhere to confidentiality and privacy requirements in line with the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation.

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____