

POSITION DESCRIPTION

Position Title	Mental Health Intake Co-Ordinator
Reports to (Title)	Nurse Manager – Women’s Mental Health
Group Director/ Chief	Chief of Mental Health and Cabrini Outreach
Department	Mental Health
Position Location	Elsternwick – Hopetoun St
Award/Agreement	Cabrini Nursing Agreement 2026
Delegation of Authority Level	N/A

Position Summary & Role Purpose

The Mental Health Intake Co-ordinator is an experienced mental health clinician who serves as the primary point of contact for referrals, enquiries, admissions and service access within Cabrini Women’s Mental Health.

The role is responsible for completing intake assessments, undertaking clinical risk screening, coordinating referrals and facilitating access to appropriate mental health services across inpatient, day program and community settings. Working collaboratively with referrers, psychiatrists, multidisciplinary clinicians, consumers and carers, the Mental Health Intake Co-ordinator ensures a responsive, consumer-centred and recovery-oriented intake experience.

The position contributes to seamless patient flow, timely admissions, service coordination and positive consumer outcomes through effective communication, clinical judgement and stakeholder engagement. The Mental Health Intake Co-ordinator demonstrates Cabrini’s values of Compassion, Integrity, Courage and Respect in all interactions.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Operational Responsibilities

- Provide a single point of contact for referrals, enquiries and admissions to Cabrini Women’s Mental Health.
- Conduct comprehensive intake assessments and clinical risk screening for prospective consumers.
- Assess urgency and priority of referrals and determine appropriate care pathways.
- Coordinate admissions, waitlist management and patient flow activities.
- Liaise with psychiatrists, GPs, allied health clinicians, hospitals and community providers regarding referrals and treatment planning.
- Facilitate smooth transitions between inpatient, outpatient and community services.
- Ensure all referrals, assessments and clinical information are documented accurately and within required timeframes.
- Provide timely communication and feedback to consumers, carers and referring clinicians.
- Contribute to service access initiatives and continuous improvement activities.
- Support the collection and reporting of activity and service utilisation data.
- Identify and escalate clinical risks in accordance with Cabrini policies and procedures.
- Coordinate intake-related administrative processes and maintain referral databases and records.

1.2 Operational Responsibilities

- Demonstrate advanced mental health clinical expertise and sound clinical judgement.
- Provide guidance and support regarding intake processes to clinical and administrative staff.
- Foster collaborative multidisciplinary relationships.
- Promote recovery-oriented, trauma-informed and patient-centred practice.
- Participate in quality improvement, accreditation and service development activities.
- Actively contribute to a culture of respect, safety and continuous improvement.

2. Work Health and Safety **PLEASE DO NOT CHANGE**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality **PLEASE DO NOT CHANGE**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety **PLEASE DO NOT CHANGE**

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework

- Mandatory reporting of suspected child abuse
- Working with children check

Organisational Relationships

Reports directly to the Nursing Unit Manager, Cabrini Women's Mental Health.

Maintains close collaborative relationships with:

- Women's Mental Health Consultant Psychiatrists
- Nursing and Allied Health teams
- Mental Health Administration Team
- Referring General Practitioners
- External hospitals and community mental health services
- Consumers and carers
- Chief of Mental Health and Outreach

Staff Development

The Mental Health Intake Co-Ordinator will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs, inclusive of mandatory training
- Maintaining own skills and knowledge
- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

Key Competencies

The Mental Health Intake Co-Ordinator must demonstrate the following requirements:

Educational/Vocational

- Registered Nurse with current AHPRA registration.
 - Postgraduate qualification in Mental Health Nursing or equivalent.
 - Minimum three years' post-registration experience in mental health settings.
- Experience

Demonstrated experience in mental health intake, triage, patient flow or care coordination.

- Experience undertaking mental health and risk assessments.
- Experience working within multidisciplinary teams.
- Experience managing competing priorities within a fast-paced environment.
- Experience liaising with internal and external stakeholders.

Knowledge

- Contemporary mental health assessment and recovery-oriented practice.
- Mental Health and Wellbeing Act.
- Trauma-informed care principles.
- National Standards for Mental Health Services.
- National Safety and Quality Health Service Standards.
- Clinical risk assessment and management.
- Patient administration and electronic clinical record systems.

Skills

- Excellent written, verbal and interpersonal communication skills.
- Strong organisational and prioritisation skills.
- Sound clinical decision-making and problem-solving skills.

- Ability to work autonomously and collaboratively.
- High level of confidentiality, professionalism and consumer focus.

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Cabrini Mission, Values and Behaviours that Matter

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role.

Authorised:  Sharon Sherwood

Authorised: Sharon Sherwood, Group Director, Chief of Mental Health and Outreach

Date: 17 September 2026