

Position description

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| Position title: | Coordinator, Mental Health Student Placement |
| Institute/School/Centre/ Directorate/VCO: | Institute of Health and Wellbeing (IHW) |
| Campus: | Gippsland or Berwick Campus. Travel between campuses may be required. |
| Classification: | Academic Level B |
| Time fraction: | Part-time |
| Employment mode: | Fixed-term employment |
| Reason for fixed term: | Specific task or project |
| Probation period: | This appointment is offered subject to the successful completion of a probationary period. |
| Further information from: | Professor Michael Olosoji, Mental Health/Nursing Telephone: (03) 7805 5738 Email: m.olosoji@federation.edu.au |
| Recruitment number: | JR100198 |

Position summary

Appropriate to a Level B appointment, the Coordinator, Mental Health Student Placement will be expected to: collaborate with clinical affiliates, students, allied health faculty, and school administration to ensure mental health clinical placements meet expected learning outcomes. In addition, the student placement coordinator will:

- contribute to the development and delivery of mental health courses at undergraduate and graduate levels;
- contribute to the Institute of Health and Wellbeing's administrative functions.

Portfolio

The Institute of Health and Wellbeing operates across the four main campuses of Mt Helen (Ballarat), Berwick, Gippsland (Churchill) and Brisbane, and comprises approximately 150 fixed term and continuing academic staff, and a range of administrative, professional and sessional staff members. The Institute offers undergraduate and postgraduate programs in exercise and sports science, nursing, midwifery, paramedicine, psychology, occupational therapy, physiotherapy, public health, speech pathology, work health and safety, and research. Research, industry collaboration and consultancy form a major aspect of the Institute's activities, with numerous partnerships established with local, state, national and international organisations.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Undertake teaching and assessment of undergraduate and postgraduate students within the area of mental health.
2. Develop, teach and moderate courses in mental health at undergraduate and graduate levels.
3. Conduct orientation sessions and ensure students complete clinical orientation requirements and attend clinical agency specific orientation prior to all clinical rotations.
4. Provide support for on-site preceptors working with students whilst on mental health placement.
5. Conduct clinical site visits to assess appropriateness of clinical activities and students' clinical practice experiences.
6. Monitor students' progress in developing and performing skills in a clinical setting, working in close collaboration with respective clinical site instructor and institute to assess performance and identify deficiencies.
7. Work with students needing skills remediation and practice, coordinating with the institute to refer students to the course coordinators to further develop and reinforce clinical skills.
8. Provide assistance with the running of mental health simulation workshops which prepares students for their clinical placements.
9. Assisting with the planning, development and implementation of training package for mental health clinical preceptors.
10. Promote mental health nursing specialty area to undergraduate nursing students.
11. Assist administration in performing annual clinical site evaluations of clinical affiliates as part of the contract/affiliation agreement renewal process.
12. Collaborate with institute to review, prepare, and revise student learning outcomes, objectives and competencies for clinical courses.
13. Participate in team projects and various committee meetings as required.
14. Contribute to the administrative functions of the institute.
15. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Executive Dean and Director, Academic Operations.
16. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position.

17. Undertaking the responsibilities of the position adhering to:

- the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OHS) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Coordinator, Mental Health Student Placement will be expected to work independently in the conduct of teaching and clinical coordination activities and be an active contributor to administrative functions within the institute.

Position and organisational relationships

The Coordinator, Mental Health Student Placement will work under the broad direction of the Executive Dean and Director, Academic Operations, and work as part of the Institute of Health and Wellbeing team of academic and administrative staff.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. The Coordinator, Mental Health Student Placement, will hold at least a master's degree.
2. Current unrestricted registration as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) with extensive work experience in mental health nursing.
3. A valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

4. Ability to maintain confidential information on the program and student records
5. Must be self-directed and able to prioritise work and be able to meet deadlines in a timely manner.
6. Must be able to work varied hours.
7. Proficiency in computer usage and Microsoft Office products, required
8. Demonstrated commitment to and enthusiasm for teaching and learning, and a good teaching record.
9. Capacity to work independently, as well as part of a team.
10. Organisational and administrative abilities necessary for the construction, coordination and administration of courses.
11. University clinical coordination experience (desirable).
12. Excellent interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
13. Demonstrated commitment and ability to develop and implement a student-centred approach with a focus on student success, including the ability to monitor student success initiatives.
14. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.

15. Demonstrated working knowledge and application of the Child Safety Standards.
16. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

Key Minimum Standards for Academic Levels (MSALs)

Teaching and research academic staff

Level B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.

Federation University Australia
Union Enterprise Agreement
Academic and General Staff Employees
2023-2026