

**POSITION DESCRIPTION – Youth Health Clinic Lead Nurse****Part 1 – Expectations for Your Role**

Position	Youth Health Clinic Lead Nurse
Service / Program	Youth Mental Health Stream / Mental Health and AOD
Industrial Instrument	Nurses - Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028
Instrument Classification	CN6
Reports to	Practice Manager Youth Health Clinic
Effective Date	February 2026

Position Summary

This role sits within the Youth Mental Health Stream and reports operationally to the Practice Manager – Youth Health Clinic, and clinically to the Lead GP (Youth Mental Health). The services provided by the senior nurse form part of the integrated clinical services platform within the headspace centres.

The key objectives of this role are to:

- Support clinical and nursing discipline specific governance across the Youth Health Clinic services within the Youth Mental Health Stream.
- Deliver direct youth health services to young people and support the on-going development of a youth health service in the Youth Mental Health Stream Australia Wide.
- As a part of a leadership team with the Practice Manager, Lead GP and Program Stream Manager, ensure safe and effective service delivery within the Youth Health Clinic at a stream governance level.

Service Delivery

- Deliver high-quality, evidence-based nursing care to youth aged patients with moderate-complex mental health needs with a focus on mental health and primary health care.
- Provide day to day guidance and support as appropriate to the nursing staff of Youth Health Clinic's across Each headspace centres as appropriate in conjunction with the local Services Manager, supporting the delivery of clinical services (including: intake, triage, assessment, data collection, client records, treatment and care-coordination).
- Act as a clinical resource and role model for nursing staff.
- Support clinical decision-making and assist in escalation of care when required.
- Ensure patient-centred, culturally safe, and ethical care practices.
- Perform clinical nursing duties within required level of clinical competency, according to best available evidence.
- Assist with Triage of appointments when required. This can include contacting clients who do not attend recall appointments with the Youth health clinic GP's or providing secondary consultations regarding appointment pathways with the Youth health clinic services or external agencies.
- Coordinate patient recalls and GP management plans.



- Conduct preventative/screening procedures, assist with patient education and community health promotion activities.
- Participation in Clinical reviews and coordinate case conferences as required.
- Oversee the compliance of quality and safety systems across the Youth Health Clinics, including service adherence to Each Policy and Procedures (eg medication safety, infection control, nursing specific practices). Conducting education, and audits as required.
- Assist with all Accreditation requirements across all Youth health Clinic Centres Australia Wide.

Leadership

- Provide senior clinical and nursing specific discipline support to the Youth Health Clinic Staff.
- Provide senior nursing assessment and intervention through development of nursing lead clinic work.
- Coordinate and provide discipline specific clinical supervision to nursing staff members within the Youth Health Clinics as required.
- Oversee clinical practice of nursing staff working with the Youth health Clinics in conjunction with the local site Clinical Lead.
- Ensure compliance with clinical policies, procedures, and professional standards.
- Lead nursing practice development within the Youth Health Clinics, and liaise with relevant stakeholders as appropriate (including universities, peak bodies etc).
- Participate in clinical audits, incident management, and risk mitigation.
- Contribute to continuous quality improvement initiatives.
- Oversee student placements within the Youth Health Clinic, and coordinate a preceptor model of student support.
- Support accreditation and regulatory requirements.

Skills

- Highly developed conceptual, organisational and analytical skills.
- Well-developed interpersonal skills.
- Excellent written and verbal communication.
- Ability to work autonomously and also part of a team.
- Maintain and develop own professional skills and knowledge through involvement in ongoing professional supervision and professional development.
- An ability to use (or learn) technological applications such as Episoft, Medical Director, Pracsoft, Best Practice, Microsoft Office.

Experience and Knowledge

- Demonstrated experience in health screening, intake and risk assessments with young people.
- Clinical Nursing Skills and significant experience in working with diverse groups of young people.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated skills in understanding of health promotion principal and practice.
- Experience in providing health education to young people.
- Experience in General Practice desirable.
- Ability to work in partnership with local government, schools and other health and community providers.
- Knowledge of management and administrative systems, preferably complimented by an understanding of the community health service environment.



Qualification/Registrations/Licences

- Bachelors Degree in Nursing as a Division One Registered Nurse.
- Mandatory current registration with AHPRA.
- Current unrestricted driver's license.

Highly regarded Qualifications

- Post Graduate qualifications in related degree such as adolescent health, sexual reproductive health or mental health nursing.

Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Data Entry:** Handle administrative tasks.
- **Office Mobility:** Move around the office and attend meetings.
- **Light Lifting:** Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each locations.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.



POSITION DESCRIPTION - Leader (Direct Reports)

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Leader Expectations

This leadership role is key to the team, working with the Directorate, Executive Team, and stakeholders to achieve Each's vision and strategic objectives. The position focuses on collaboration across Directorates to address future business needs and ensure their area supports broader operations. Leaders are responsible for meeting KPIs, financial sustainability, and effective operations aligned with Each's values. Leaders are expected to demonstrate strong leadership, model Each's values, and foster an inclusive, safe, and engaging culture.

Leader Responsibilities

An Each Leader is responsible for:

- Delivering the strategic Plan and supporting financial sustainability.
- Building high-performing, adaptable teams that model Each's values.
- Promoting continuous improvement, learning, and staff wellbeing.
- Ensuring a safe, inclusive workplace and effective operations.
- Managing risks and fostering innovation, collaboration, and strategic thinking.
- Aligning systems and processes with Each's goals and ensuring compliance with policies and regulations.
- Demonstrating leadership standards and acting as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff



are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all. These considerations extend to all of our customers inclusive of priority populations.

Key Selection Criteria

Skills & Behaviours

- Strong leadership aligned with Each's values and behavioural standards.
- Proven ability to attract, develop, and retain a diverse, high-performing workforce.
- Commitment to fostering a safe, inclusive culture prioritizing wellbeing.
- Success in building teams, driving collaboration, and achieving strategic goals.
- Confident in engaging and briefing stakeholders.

Desirable Experience, Knowledge, and Qualifications

- Leadership experience in a relevant field.
- Tertiary qualifications in a relevant discipline.
- Collaborative experience within a leadership team.
- Understanding of the Not-For-Profit sector and Health services.

Mandatory Compliance

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.