

**POSITION DESCRIPTION – Mental Health Clinician****Part 1 – Expectations for Your Role**

Position	Mental Health Clinician – headspace School Services
Service / Program	headspace Casey Cardinia
Industrial Instrument	Dependent on candidate
Instrument Classification	Dependent on candidate
Reports to	School Services Team Leader – headspace Casey Cardinia
Effective Date	December 2025

Key Deliverables

- Establish potential client's needs (through discussion of the presenting issue/s) and determine the client's suitability for services. Deliver evidence-informed psychosocial interventions to young people and their families where appropriate, as defined by the needs determined by assessment. Provision of mental health related information i.e. psycho-education regarding the nature of mental health and drug and alcohol problems, information services available and how to access these.
- Provide MSE, risk and discipline specific assessments for young people.
- Undertake psychosocial assessments with young people utilising the HEADSS assessment tool.
- Engage young people in early help seeking and provide a seamless and coordinated treatment pathways including accessing headspace centres Narre Warren & Pakenham, and other community services.
- Provide a flexible service delivery and support for young people & families to access the range of services they need. Service delivery can be performed onsite at the centre, telehealth options or in rare onsite as schools.
- Maintain appropriate clinical notes; formulate assessment, care and risk management plans and maintain data requirements using the designated Client Management System/s.
- Provide secondary consultation and liaise with referrers or key stakeholders for active client caseload.
- Provision of evidence-based group programs for young people at local schools.
- Participation in community awareness and engagement activities at onsite & offsite locations as required.
- Plan and participate in training and secondary consultation with school staff as required.
- Ability to work on Saturdays at headspace Narre Warren if required.
- Actively participate in reflective practice through team meetings, decision making, processes, service evaluation & planning, supervision and staff development activities.
- Complete all organisational accountability and reporting requirements in an accurate and timely manner.
- Maintain strict confidentiality regarding information and data accessed in the course of carrying out the duties described above.
- Contribute to collection of data specifically around peer support to aid in the development of a best practice model.
- Participate in staff meetings, clinical, line and peer supervision, program planning, professional development sessions and staff training as required.



- Other duties as negotiated with headspace senior staff.

Skills

- Highly developed problem solving and negotiation skills especially with young people in the early stages of help seeking.
- Ability to work with parents, carers and the family system where there is a higher complexity of care required.
- Ability to work autonomously and as part of a multidisciplinary team.
- High level of computer literacy utilising MS Office applications (Word, Excel and Outlook) and the ability to work from electronic medical records and the headspace Minimum Data Set.
- Ability to maintain positive stakeholder relationships and work collaboratively with a range of stakeholders i.e. young people, local community, government agencies, private practitioners etc.
- Exceptional organisational and time management skills.

Experience and Knowledge

- Highly developed knowledge of the common mental health, and social problems faced by young people and the indicated evidence-based treatment options.

Qualification/Registrations/Licences (*Mandatory only*)

- Qualifications in Occupational Therapy, Psychology, Nursing, Social work or related discipline
- Eligible for membership to AASW if qualified Social worker or APHRA registration if qualified as an Occupational Therapist, Psychologist, Credentialed Mental Health Nurse.

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

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 - Employee

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.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve 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

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications •

Relevant tertiary qualifications.

- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

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.