



Position Description	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



Position Summary

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Key Deliverables

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.



- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.
- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



Part 2 - Addendum (Aboriginal Health Worker)

This document explains the work of the Aboriginal Health Worker and the outputs they will need to deliver

Position:	Aboriginal Health Worker
Directorate / Service / Program:	Youth Mental Health
Industrial Instrument Name:	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification:	Level 4
Reports to:	Senior Clinician Coordinator
Effective Date:	November 2023

About Mental Health and Alcohol and Other Drugs Program at EACH

EACH have recently undertaken a restructure to adapt operations from regional streams to program streams. The alignment of EACH's Mental Health and Alcohol and Other Drugs (MH&AOD) services into one program has enabled an opportunity to create operational efficiencies, maximize practice depth, and position EACH to enhance its reputation as a National Specialist Mental Health and Alcohol and Other Drugs end to end service provider. The aim is also to maximize alignment towards the national and Statewide MH&AOD reforms and opportunities for growth, service similarities for cohorts/presenting issues, and for contractual and funding lines of accountability efficiencies.

About the Youth Enhanced Services teams

Youth Enhanced Services are funded through the local Primary Health Networks (PHN) and are a key service element in their stepped care model. Youth Enhanced Services provides support to young people aged 12 – 25 with complex and longstanding mental health issues, and their families. This young person cohort is often referred to as the systems 'missing middle' because they are typically considered too complex for the primary mental health care system, and not acute enough for the tertiary mental health system. Therefore, they often experience inconsistent care or go untreated due to ineligibility.

The BounceBack program (Youth Severe funding) was developed and implemented in 2019 in the Casey, Cardinia, Dandenong and Kingston regions, to meet a gap in the service sector. This program has provided high quality wrap around care through one team of interdisciplinary clinicians including, but not limited to, individual mental health support to the young person from a mental health clinician, access to a psychiatrist, family therapist, peer support worker and carer peer support worker, and other specialist support services.



Due to the success of the BounceBack program, and the need for a similar type service, EACH has recently been successful in a funding bid to implement the youth enhanced services program across the entire Eastern Primary Health Network catchment, with staff to be located at headspace Knox and in Epping.

Ngaraang Gulinj-al Boordup Aboriginal Health and Wellbeing

The Aboriginal Health and Wellbeing Ngarrang Gulinj-al Boordup Team believe Aboriginal Torres Strait Islander children, families and communities living across the lands of the Kulin nation in Outer Eastern Naarm will be physically healthy, emotionally strong, spiritually connected to culture and socially woven together in solidarity that supports self-determining futures for Aboriginal Torres Strait Islander communities.

Deliverables

- Utilising your lived experience as an Aboriginal or Torres Strait islander, you will use a therapeutic and culturally sensitive and responsive recovery framework to collaboratively work with Aboriginal and Torres Strait islander young people who are experiencing mental health challenges
- Collaborate with Aboriginal community and services to identify wellbeing goals for young people
- Provide Intake, Assessment and Referral for clients
- Maintain an active caseload
- Actively monitor young people including follow up if non-attendance to scheduled appointments and provide additional follow up to as required to meet goal plan objectives
- Attend and participate in team meetings, clinical review meetings and professional development
- Actively attend and participate in regular supervision
- Complete all organisational accountability and reporting requirements in an accurate and timely manner
- Collect, collate, and maintain client notes on consumer contacts in EACH's Client Management System

Skills

- Demonstrated skills and abilities in working with Aboriginal young people and communities in a culturally sensitive way
- Demonstrated ability to integrate any relevant knowledge that enhances the objectives of Aboriginal and Torres Strait Islander health
- Skills and ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers
- The ability to identify gaps in service and address the needs in a proactive and collaborative way
- The ability to participate and contribute to team discussions, values diversity in teams and supports colleagues.

Experience and Knowledge

- **We are seeking Aboriginal and/or Torres Strait Islander applicants.**
- Knowledge and experience of supporting young people in a culturally sensitive way
- Demonstrated knowledge and understanding of barriers and influences that affect Aboriginal Communities health and wellbeing
- Demonstrated knowledge and understanding of Aboriginal cultural and social ways of life



- Experience in working with Aboriginal and Torres Strait Islander Communities in a culturally Safe and inclusive way
- Demonstrated experience and understanding in the procedures of risk assessment and safety planning, collaborating with internal and external clinical staff to address the safety needs, and the documentation requirements

Mandatory Qualification/s, Competencies and/or Licences

- Minimum certificate IV in youth work, mental health, alcohol and other drugs, or a related field
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- Current state-based driver's license

Highly regarded Qualifications and/or Certifications

- Diploma level or above in the human services related field

Physical Requirements:

- Ability to sit at a desk for 6-8 hours per day
- Walk up stairs
- Ability to travel between EACH sites