



POSITION DESCRIPTION	
Part 1 - Expectations	Leadership – No direct reports
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 1,500 paid employees and over 200 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>



Leadership Expectations

The Leadership position is an integral member of the Leadership team who works with their Directorate, the EACH Executive Team and other key stakeholders to deliver the Vision and Strategic objectives of EACH.

A key focus of these positions is to work collaboratively with other Directorates to collectively understand the future developing needs of the business and ensure their Directorate can effectively support the broader business functions and operations. They are responsible for ensuring their area of responsibility is meeting KPI's, is financially sustainable and is operating effectively, in line with EACH's values.

It is expected that all leaders consistently demonstrate strong leadership capability, model EACH's values and behaviours and ensures EACH's culture is inclusive, safe, and engaging.

Leadership Responsibilities

An EACH Leader is responsible for:

- Supporting the delivery of the EACH Strategic Plan - relevant to EACH and their allocated area of responsibility.
- Contributing to EACH's financial sustainability plan and decisions.
- Modelling and supporting continuous improvement, learning and development.
- Promoting staff health, safety and wellbeing within the Directorate to ensure high standards of health, safety, and wellbeing of all employees.
- Maintaining and contributing to a safe and inclusive organisation where our people are proud to work, feel safe and empowered.
- Ensuring sound operations through effective leadership and management.
- Working within a framework of effective and sensible controls to ensure key risks are assessed and managed.
- Fostering a climate of innovation, strategic thinking, collaboration and continuous improvement
- Fostering a sense of common purpose and connecting people to the organisation and its vision.
- Ensuring systems and processes relevant to their area support the broader EACH business and key stakeholders.
- Ensuring compliance across the Directorate with regards to legislations, mandatory compliance, funding requirements and EACH's policies.
- 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 a Manager 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.
- Strong leadership capability that aligns to EACH's value and behaviours including a demonstrated track record in modelling and reinforcing organisational values and behaviours.



- Demonstrated ability to drive a safe and inclusive culture ensuring that social, psychological, cultural, and physical safety and wellbeing is a priority.
- Demonstrated success in bringing people and teams together to encourage connections, collaborations, and partnerships.
- Demonstrated ability to deliver on and take responsibility for strategic objectives and measure progress and impact.
- Confidence engaging and briefing relevant stakeholders as required.

Desirable Experience, Knowledge, and Qualifications

- Demonstrated experience at a Leadership Level in related area of expertise.
- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a leadership Team and in demonstrating strong leadership behaviours.
- Appreciation and understanding of the Not-For-Profit sector and Health services preferred.

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 leadership 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

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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 (headspace Casey/Cardinia Senior Clinician/Coordinator – School Services)

This document explains the work of the Senior Clinician/Coordinator and the outputs they will need to deliver

Position:	Senior Clinician/Coordinator
Directorate / Service / Program:	School Services (Casey/Cardinia)
Industrial Instrument Name:	EACH Social and Community Services Employees Enterprise Agreement 2017
Instrument Classification:	Level 5
Reports to:	Headspace Service Manager
Effective Date:	July 2024

Key Deliverables

- Assist the Clinical Lead to oversee Clinical Governance across the school services stream and ensure compliance within the headspace clinical framework.
- Provide clinical and operational oversight of the FFS programs including Fountain Gate SC, Cranbourne West SC, Cranbourne East SC, Oatlands PS. Including management and negotiation of MOU's
- Provide clinical and operational supervision to FFS clinicians, etc.
- Receive and allocate referrals to the school services stream.
- Assist schools clinically where there are extended absences
- Provide clinical and operational oversight of the Enhancing Mental Health Supports in Secondary Schools (EMHSS) program, ensure referrals are allocated and KPI monthly targets are met.
- Provide clinical and operational oversight of clinicians within the school services team dedicated to supporting school refusal and school related issues
- Be part of headspace Casey Cardinia Senior Leadership Team (SLT).
- Have a weekly rotation of site senior duties at headspace Narre Warren and Pakenham where needed, including Saturday site senior rotation at Narre Warren.
- Manage a small caseload of young people and their families and provide evidence-based psychological intervention.

- Manage recruitment for vacant positions across the entire school services stream and support student placements and graduates.
- Represent headspace school services at school clinical/wellbeing networks, including participation in community awareness and engagement activities
- Assist in identifying, facilitating or supporting the delivery of professional development to School Service clinicians.
- Provide input on the continued refinement and service delivery of the School Services stream in collaboration with headspace Clinical Lead and headspace Service Manager.
- Ensure services are delivered in accordance with relevant legislation and EACH's operational policies and procedures
- To undertake additional duties during staff absences within reason and acquired competencies
- Complete all organisational accountability and reporting requirements in an accurate and timely manner.
- Maintain strict confidentiality with regard to 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
- Actively participate in regular clinical, line and peer supervision processes
- Participate in Individual Performance and Development Planning.
- Contribute to a workplace environment and culture which supports peers, develops teamwork and ensures the provision of quality services for consumers.

Qualifications and skills

Skills

- Ability to work with parents, carers and the family system where there is a higher complexity of care required.
- Ability to work autonomously and also as part of a team.
- 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.
- Ability to work with high levels of professionalism and model EACH and headspace core values.

Experience and Knowledge

- Highly developed interpersonal, verbal and written communication skills.
- Highly developed problem solving and negotiation skills especially with young people in the early stages of help seeking.
- Highly developed knowledge of the common mental health, and social problems faced by young people and the indicated evidence-based treatment options.
- Demonstrated ability to oversee and lead decisions in relation to supervising and supporting staff.
- Demonstrated skills in supporting staff with decision-making, problem-solving and critical incident and risk management.
- Experience in training and mentoring clinical staff.
- Demonstrated experience in intake and risk assessments with young people.

- Demonstrated knowledge and experience of brief intervention and single session therapy.
- Demonstrated knowledge and experience of family inclusive practice.
- Demonstrated clinical skills in working with young people and their families/carers with mental health issues in an early intervention framework.
- Thorough understanding of the mental health and broader service system.
- Demonstrated ability to deliver information sessions.
- Experience in working with educational services.

Mandatory Qualification/s, Competencies and/or Licences

- Qualifications in Occupational Therapy, Psychology, Nursing, Counselling, 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.
- Completion of a Criminal History Check
- Employee Working with Children Check (or State equivalent)
- Current state-based Driver's License

Physical Requirements:

- Ability to work on Saturdays or afterhours when required
- Able to sit at a computer for 6 – 8 hours per day
- Ability to travel between EACH locations
- Walk up stairs
- Lift 3 kgs etc.