

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

Position	Mental Health Clinician
Service / Program	Mental Health, Alcohol and Other Drugs
Industrial Instrument	Dependent on candidate
Instrument Classification	Dependant on candidate
Reports to	Southern Team Leader, headspace Early Psychosis
Effective Date	August 2026

About The Role

headspace Early Psychosis (hEP) is a youth and family friendly mental health service for young people (12-25) who are either experiencing, or at high risk of experiencing a first episode of psychosis. The hEP team provides assertive assessment of young people at risk of psychosis, crisis management support, and intensive engagement and treatment, and delivers evidenced based interventions (CBT-P) as a part of the EPPIC framework. The mental health clinician acts as the key support person during a young person's episode of care and will be able to provide case management, evidence-based therapy, and family-based work to support a young person to achieve their recovery goals. The position requires experience in the assessment and intervention with young people at risk of complex mental health concerns.

This position reports to the Southern Team Leader operationally and to the Consultant Psychiatrist clinically.

Key Deliverables

Clinical Care

- Provide clinical assessment, intervention, crisis management, case management, and therapy to young people presenting with or at risk of early psychosis.
- Complete mental health interventions within a CBT-P model
- Promote a culture of family involvement in care and treatment planning.
- Demonstrate and advise on evidence-based practices in mental health, with a focus on early psychosis.
- Actively engage clients, carers, and families in treatment, planning, and review processes.
- Strengthen shared care models and develop partnerships with other service providers.
- Deliver interventions aligned with the EPPIC model fidelity.

Quality Improvement

- Support ongoing professional development and build specialist skills in early psychosis.
- Adhere to professional standards and ethics, including the Code of Conduct and National Mental Health Practice Standards.
- Ensure accurate and timely documentation using electronic health records and meet data collection requirements.



- Act as a resource for discipline-specific practice, demonstrating current theoretical knowledge and evidence-based approaches.
- Contribute to research and evaluation activities within the service.

Communication & Teamwork

- Demonstrate positive team behaviours and foster a collaborative work environment.
- Work effectively with professionals across disciplines and external agencies to expand service access and support for young people and their families.
- Attend regular clinical review meetings for the purposes of treatment planning
- Have a high level of skill in written formulation and written correspondence (eg; discharge letters, treatment planning)

Professional Development

- Participate in appropriate supervision as required.
- Engage in professional development activities to maintain and enhance clinical skills.
- Lead and contribute to discipline-specific meetings and projects as appropriate.

Skills

- Demonstrated competence in delivering a full range of mental health services, including:
 - Mental state and psychological assessments (including crisis assessments)
 - Individual, family, and group treatments for adolescents and young adults
 - Addressing issues such as psychosis and alcohol and other drug use
- High-level interpersonal skills with the ability to consult, liaise, and negotiate effectively with young people, families, community members, and professionals.
- Ability to function independently while seeking guidance and support when needed, as part of a multidisciplinary team.
- Capacity to contribute to mental health research and quality improvement projects.
- Ability to maintain privacy, dignity, and confidentiality while actively promoting safety.
- Capacity to engage young people and families in collaborative treatment planning.
- Competence in delivering evidence-based assessment, treatment, rehabilitation, and support services.
- Ability to work inclusively, responding to social, cultural, linguistic, spiritual, and gender diversity.
- Skill in maintaining high standards of documentation and using information systems effectively.
- Ability to escalate safety, quality, and risk concerns appropriately.

Experience and Knowledge

- Extensive experience in mental health assessment with adolescents and adults, with strong engagement skills for working with young people and their families.
- Experience providing flexible outreach services.
- Demonstrated ability to work within supervision structures and maintain clinical accountability.
- Sound understanding of the principles and application of relevant legislation and policy, including:
 - Mental Health and Wellbeing Act (2022)
 - Children, Youth and Families Act (2005)
- Experience in promoting recovery-oriented care and early intervention.
- Experience working within integrated service models and collaborating across mainstream health and social services.
- Experience contributing to service planning, development, implementation, and evaluation.
- Experience participating in quality and safety initiatives and continuous improvement processes.



Qualification/Registrations/Licences

Approved tertiary qualifications in one of the following disciplines and eligibility for membership with the appropriate professional body:

Registered Nurse

- Bachelor's degree in Psychiatric/Mental Health Nursing, or equivalent qualification in Nursing.
- Registration with the Nursing and Midwifery Board of Australia via AHPRA.

Psychologist

- Registration under the Health Practitioner Regulation National Law Act (2009) with the Psychology Board of Australia via AHPRA.
- Endorsement as a Clinical Psychologist, or eligibility and willingness to participate in a registrar training program leading to endorsement.

Occupational Therapist

- Registration under the Health Practitioner Regulation National Law Act (2009) via AHPRA.
- Experience working in a mental health service required

Social Worker

- Approved degree in Social Work.
- Eligibility for membership with the Australian Association of Social Workers (AASW).
- Experience working in a mental health service is required.

Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops, clinical resources, office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Physical & Emotional Capacity:** Capacity to work effectively in dynamic environments, including community settings and during crisis interventions.
- **Travel:** Ability to convey a motor vehicle and travel locally to Each locations and community settings.

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

An Each employee is responsible for:

- 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.

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 Competencies/Licences

- 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

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.



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Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected, valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.



All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
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- 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

- 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
- 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

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- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
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