

**POSITION DESCRIPTION – Intake & Brief Intervention Clinician****Part 1 – Expectations for Your Role**

Position	Intake & Brief Intervention Clinician
Service / Program	headspace
Industrial Instrument	Dependant on employee
Instrument Classification	Dependant on employee
Reports to	Team Leader
Effective Date	July 2025

Key Deliverables

- **Provide a welcoming, inclusive, and safe environment** for young people, families, and friends engaging with the service.
- **Work in alignment with the mission, vision, and values** of headspace and the Youth Mental Health Foundation, as guided by headspace National and headspace Knox.
- **Collaborate in a multi-disciplinary team**, including GPs, psychologists, nurses, and allied health professionals.
- **Deliver evidence-informed practices**, including **Brief Intervention and Single Session Therapy**, within a **culturally safe and family-inclusive framework**.
- **Conduct comprehensive intake assessments**, including mental state examinations and **risk assessments**.
- **Present clinical assessments** at intake meetings and consultation sessions with the psychiatrist and registrars.
- **Formulate referral and recovery plans**, tailored to each young person's stage of development , age and presenting needs.
- **Advocate for young people**, liaising with other services, schools, and employers as needed, and **actively involve clients and families** in care planning.
- **Manage a caseload** of young people through the intake processes, from assessment to referral to point of engagement with another service, as well as managing a caseload of brief intervention clients and clients seeking AOD support.
- **Monitor client engagement**, providing follow-up where appointments are missed or where extra care plan support is needed.
- **Provide leadership and guidance** to other team members and students.
- **Develop and facilitate therapeutic groups**, in response to client and service needs.
- **Support the Community Development Coordinator**, regularly participating in promotional and engagement activities such as school presentations, community festivals, and agency workshops.
- **Attend fortnightly supervision** with the headspace Lilydale Team Leader.
- **Maintain timely and accurate clinical documentation**, including completion of case notes and **headspace minimum data set (hapi)**.
- Participate in **staff meetings, internal training**, and professional development opportunities.



- **Contribute to continuous quality improvement** and assist the Clinical Manager in ensuring accreditation standards are maintained.

Skills

- **Positive and respectful approach** when working with young people and families.
- **Strong interpersonal, verbal, and written communication skills**, with a welcoming and supportive attitude.
- **Excellent organisational and time management skills.**
- **Computer proficiency**, including Microsoft Office.
- Ability to **work independently** as well as part of a collaborative team.
- **Flexibility to work evenings and weekends**, as required.

Experience and Knowledge

- **Demonstrated experience in intake and risk assessment** with young people.
- **Understanding of adolescent developmental stages** and the ability to tailor interventions accordingly.
- Experience delivering **Brief Intervention and Single Session Therapy** using evidence-informed practices.
- Proven experience in **involving young people and families in care decisions.**
- Experience in **developing and facilitating group programs.**
- Understanding and application of the **Gillick Principle (Mature Minor)** in clinical practice.

Qualification/Registrations/Licences

- **Tertiary qualifications** in social sciences (e.g. youth work, counselling, psychology, social work, occupational therapy, or a related field).
- **Registration with a relevant governing body is preferred**, but not mandatory.
- **Current state-based driver's licence.**

Physical Requirements

- **Sit at a desk and use a computer** for extended periods throughout the workday.
- **Travel between service locations** as required, including headspace Knox and Lilydale, and attend off-site events.
- **Engage in community presentations and workshops**, requiring standing for moderate periods.
- **Carry lightweight resources or materials** (e.g. program flyers, workshop kits).
- Maintain **emotional resilience and focus** in youth mental health settings.



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.

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.