



POSITION DESCRIPTION	
Part 1 – Expectations	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>



## Expectation of Employees

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.

## Employee Responsibilities

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

This document explains the work of the Allied Health Practitioner and the outputs they will need to deliver.

<b>Position:</b>	<b>Allied Health Practitioner</b>
<b>Directorate / Service / Program:</b>	<b>Headspace Lilydale</b>
<b>Industrial Instrument Name:</b>	<b>EACH Social and Community Service Employees Enterprise Agreement 2017 or Victorian Community Health Sector (Audiologists, Dietitians, Pharmacists and Psychologists) 2018-2021</b>
<b>Instrument Classification:</b>	<b>Dependent upon qualification</b>
<b>Reports to:</b>	<b>Clinical Manager</b>
<b>Effective Date:</b>	<b>March 2024</b>

### Position Summary

The Allied Health Practitioner (AHP) position is an integral part of the headspace clinical services. The AHP will form part of a part of multi-disciplinary team alongside the intake team, mental health and drug and alcohol staff, community engagement staff, vocational specialists, and the broader headspace team.

This position is partially funded for 2 years and supplemented through bulk billing utilisation of the Medicare Benefits Schedule. As such, the AHP will require relevant mental health endorsement as an approved allied health practitioner under the Better Access to Mental Health initiative.

The role will operate primarily from headspace Lilydale with one day per week outpost to a local Secondary School in Yarra Ranges. The position sits under the clinical and operational oversight of the headspace Lilydale Team Leader.

### Key Deliverables

- Manage a case load of clients under the Medicare Better Access Scheme.
- Deliver high quality and flexible mental health interventions to young people aged 12 – 25, and support for their families;
- Formulate and apply appropriate assessment, treatment and evaluation processes;
- Actively monitor young people, provide follow-up if non-attendance to scheduled appointments or to provide follow-up to support implementation of care plan goals and objectives;
- Actively monitor risk, complete risk assessments, safety plans and mental state examinations where appropriate;



- Work within a multi-disciplinary team environment, consisting of GPs, psychologists, nurses and other allied health workers as required;
- Advocate on behalf of the young person with other workers, school and employers, as required;
- Attendance to clinical case review meetings and clinical supervision;
- Ensure all contact is recorded within electronic medical records and the headspace minimum data set;
- Adhere to communication requirements of the Medicare Better Access Scheme, such as letters to GP's, etc. and communicate with referrers;
- Maintain awareness and knowledge of relevant policy developments in health, education, and social services that have an impact on young people;
- Maintain CPD points as per appropriate registration requirements;
- Plan and participate in training and secondary consultation as required;

## **Qualifications and skills**

### Skills

- Highly developed interpersonal, verbal and written communication skills, problem solving and negotiation skills especially with young people in the early stages of help seeking.
- Highly developed therapeutic skills, particularly in relation to interventions and therapeutic modalities appropriate for young people.
- Ability to work autonomously and as part of a 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 all stakeholders i.e. young people, local community, government agencies, private practitioners etc.
- Desire and capability to support a diverse community focussed team.

### Experience and Knowledge

- Demonstrated experience in the provision of therapeutic interventions with young people.
- Demonstrated knowledge of the Medicare Benefits Scheme within the context of complex youth health presentations.
- Demonstrated clinical skills in working with young people and their families/carers with mental health issues.
- Experienced in providing mental health assessments, psycho-education and short term interventions to young people experiencing mental health difficulties.
- Thorough understanding of the mental health and broader service system.

### Mandatory Qualification/s, Competencies and/or Licences

- Tertiary level allied mental health qualifications in psychology, mental health social work or occupational therapy.
- Current full registration with the Australian Practitioners Health Regulation Agency (APHRA) or the Australian Association of Social Workers (AASW).
- Eligible for registration with Medicare as an approved provider of mental health items under the Better Access to Mental Health Care Medicare Benefits Schedule.
- Completion of a Criminal History Check and Employee Working with Children Check 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

**Physical Requirements:**

- able to sit at a computer for 6 – 8 hours per day