



POSITION DESCRIPTION – Nurse	
Part 1 – Expectations for Your Role	
Position	Nurse – Youth Health
Service / Program	Youth Health Clinic
Industrial Instrument	Nurses - Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028
Instrument Classification	Community Nurse 4 (CN4)
Reports to	Practice Manager - Youth Health Clinic
Effective Date	April 2026

Position Summary

This position sits within the Youth GP Clinic team at headspace and is responsible for the delivery of services within the Doctors in Secondary Schools (DiSS) Clinic and headspace GP Youth Clinic. The DiSS program offers secondary students’ free access to primary health care at their school, addressing barriers to students being able to access primary health care due to out-of-pocket costs, transport issues and inconvenient appointment times. This position is responsible for providing school students and headspace clients with holistic clinical oversight, including management of physical health, mental health, and sexual and reproductive health issues. This position will work closely with GP’s, Practice Manager and the Senior Nurse. This position will also be responsible for liaising between the school staff and families. The role provides support in the delivery of sexual & reproductive health care, information and education, immunisations, and general health follow up for young people accessing the Clinic. This position will require the flexibility of travelling to clinics as required.

Key Deliverables

- Work in partnership with headspace staff and school staff
- Ensure high standard quality provision of evidenced based primary health care to young clients
- Consolidate sessional clinical services for young people offered from the Doctors In Schools Program / GP Clinics at Headspace Dandenong, Narre Warren, and Pakenham
- Consolidate sessional clinical services for young people offered from the GP Clinics under the “GP in Schools” Initiative
- Consolidate referral and access arrangements for GP’s and other priority youth services such as mental health
- Provide information, assessment, and clinical support regarding Mental health presentations and AOD, including HEADD’s Assessment, mental state assessments, risk assessments, ongoing therapeutic support, and care coordination (as required)
- Ensure all relevant documentation and service activity tasks are completed in a timely manner inclusive of HAPI Surveys.
- Undertake all additional clinical tasks as directed by the headspace Services manager consistent withing scope of practice of the role

Skills



- Therapeutic engagement skills with young people
- Comprehensive assessment & treatment skills to deliver primary health care for young people addressing both physical & mental health domains
- Ability to assess and respond to clinical risks
- Skills in developing collaborative and comprehensive care plans
- Ability to work collaboratively with all stakeholders i.e. young people, family, GPs, schools, government agencies, private practitioners etc
- Highly developed interpersonal, verbal and written communication skills, problem solving and negotiation skills especially with young people in the early stages of help seeking
- Ability to work autonomously and part of a team
- Ability to work under pressure with the ability to reach out for help openly
- High level of computer literacy utilising MS Office application (Word, Excel and Outlook) and the ability to work from electronic medical records and the headspace Minimum Data Set
- Well-developed communication and conflict resolution skills
- Strong organisational skills with high attention to detail
- Administration skills to complete compliance paperwork
- Ability to demonstrate welcome, empathy and hope with all clients and stakeholders

Experience & Knowledge

- Demonstrated experience working with young people presenting with mental health concerns inclusive of family support and engagement
- Clinical skills (nursing) and significant experience in working with diverse groups of young people
- Clinical skills and experience in working with a range of presentations inclusive of physical health, sexual health, mental health and AOD
- Demonstrated skills and understanding of health promotion principles and practice
- Experience in providing health education to young people
- Ability to work in partnership with local government, schools and other health and community providers

Qualification/Registrations/Licences

- Registration as Division 1 Nurse with APHRA
- Full drivers license, unrestricted

Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Office Mobility:** Move around the office and walk up stairs.
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each locations.

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

- 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. These considerations extend to all of our customers inclusive of priority populations.



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 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

- 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.