



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 Youth Health Nurse

This document explains the work of the Youth Health Nurse and the outputs they will need to deliver

Position:	Youth Health Nurse
Directorate / Service / Program:	Headspace Knox
Industrial Instrument Name:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
Instrument Classification:	CN4
Reports to:	Youth Clinic Coordinator- headspace Knox
Effective Date:	May 2024

Position Summary

This position sits within the Youth GP Clinic team at headspace Knox 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 Coordinator and other Youth Nurses. 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. The Youth GP Clinic at headspace Knox, currently operates 3 days per week onsite and 4 days per week offsite at DiSS clinics. This includes: Bayswater Secondary, Yarra Hills, Boronia K-12 and Croydon Community. This position will require the flexibility of travelling to clinics as required.

Key Deliverables

- Provide clinical and relationship management support for the GP's in the DiSS program and headspace Youth GP Clinic.
- Have highly developed interpersonal, verbal and written communication skills, problem solving and negotiation skills especially with young people in the early stages of help seeking to improve their primary health outcomes.



- Provide primary health care in a youth friendly, and inclusive way. This includes assessment, clinical care, education and support for a range of health issues including sexual & reproductive health, mental health & physical health.
- Promotion of the Headspace GP Clinic and School DiSS Clinic to students, staff and families. This could include school and class presentations.
- Consolidate referral and access arrangements for students including, accessing external referral pathways, scheduling appointments, and following up as necessary.
- Ability to maintain positive stakeholder relationships and work collaboratively with all stakeholders i.e. general practitioners, schools, young people, families, local community, government agencies, private practitioners, and headspace services etc
- Maintaining accurate and timely clinical records, administration and reporting activities in accordance with EMPHN, EACH and Headspace requirements.
- High level of computer literacy utilising MS Office applications (Word, Excel and Outlook), Medical Director, Pracsoft, and the ability to work from electronic medical records and the headspace Minimum Data Set.
- A willingness to undertake training including: DiSS, headspace National and EACH mandatory training.
- Flexibility to drive to headspace GP Clinic and Diss Clinics as required.

Qualifications and skills

Mandatory Qualification/s, Competencies and/or Licences

AHPRA Registered Division 1 Nurse

Competency and experience in youth health and development, primary health care, community health, mental health and health promotion.

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

Satisfactory National Police Check (NPC).

First Aid & CPR Certificate

Highly regarded Qualifications and/or Certifications & Experience

Mental health, youth health and sexual & reproductive training or experience is highly regarded.

Demonstrated ability to work independently and as part of a team.

Experience in working in a youth health setting will be highly regarded.

Other relevant role information

- Some out of hours work may be required.
- This role may be required to work at various sites depending on Headspace Knox operational requirements
- Flexibility in providing coverage for other staff absence is desirable.
- Willingness to contribute to Headspace Knox GP Clinic accreditation.

Physical Requirements:

- able to sit at a computer for 6 – 8 hours per day
- Walk up stairs
- ability to travel between EACH locations
- Lift 3 kgs