



POSITION DESCRIPTION

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| 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>

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| 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 School Psychologist

This document explains the work of the Psychologist and the outputs they will need to deliver

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| Position: | headspace Psychologist – Cranbourne East Secondary College |
| Directorate / Service / Program: | headspace School Services |
| Industrial Instrument Name: | HSUA 4 – Victorian Community Health Sector (Audiologists, Dietitians, Pharmacists & Psychologists) Multi Employer Enterprise Agreement 2018 - 2021 |
| Instrument Classification: | Grade 2 |
| Reports to: | Clinical Lead (headspace Casey Cardinia) |
| Effective Date: | June 2024 |

The Role

As the headspace Psychologist you will be part of a multidisciplinary headspace team (i.e. social work, counselling, youth work, occupational therapy, speech therapy) and attend regular offsite clinical review meetings to discuss clients and seek advice. You will be co-located at Cranbourne East Secondary College and build strong effective collaboration with the school to support the delivery of counselling to students from years 7-12. The headspace Psychologist will not be required to respond to walk-ins or staff-related incidents, as only required to manage the headspace caseload. You will be part of a fun and supportive school team of Allied Health Professionals and will collaborate to liaise with parents and families and external services to make a significant difference to young people's lives.

You will receive referrals from the school wellbeing team, and referrals that do not need a mental health treatment plan (MHTP), to provide a seamless and accessible service. You will report to the headspace school services team leader who will support you to oversee the effective clinical governance of the role through regular supervision. The head of wellbeing at Cranbourne East SC will provide you support for daily operational tasks.

Key Deliverables

- Hold a manageable caseload
- Provide short to medium term counselling to students from Cranbourne East Secondary College presenting with low to moderate mental health challenges (i.e. anxiety, depression, suicidal ideation and self-harm, emerging eating concerns, emerging personality traits etc).
- Deliver evidence-based psychological intervention to young people and their families where appropriate, as defined by the needs determined by assessment.
- Complete mental state examinations, risk assessments, and other discipline specific assessments.
- The headspace Psychologist may not be required to provide ongoing counselling to students presenting with severe mental health challenges but may be required to provide a mental health assessment utilizing the HEADSS assessment tool and assist in coordinating appropriate care with external services (e.g. tertiary services, community services).
- Engage young people in early help seeking and provide seamless and coordinated treatment pathways including accessing headspace centers, and other community services.
- Maintain appropriate clinical notes; formulate assessment, care and risk management plans and maintain data requirements using the designated Client Management System/s.
- Provision of evidence-based group programs for young people at the school.
- Participation in community awareness and engagement activities at the school including events like RU OK day? Mental health month etc.
- Plan and participate in training and secondary consultation with school staff as required.
- Other duties as negotiated with headspace senior staff.

Qualifications and skills

- Full Registration with AHPRA as a minimum General Psychologist.
- 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.
- Highly developed interpersonal, verbal and written communication skills.
- 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 work with high levels of professionalism and model EACH and headspace core values.

Physical Requirements:

- Able to sit at a computer for 6-8 hours per day
- Ability to travel between headspace locations