

**POSITION DESCRIPTION – School Support Clinician****Part 1 – Expectations for Your Role**

<b>Position</b>	School Support Clinician
<b>Service / Program</b>	headspace Knox
<b>Industrial Instrument</b>	Dependent on candidate
<b>Instrument Classification</b>	Dependant on candidate
<b>Reports to</b>	Team Leader - Intake & Brief Intervention
<b>Effective Date</b>	June 2026

**Key Deliverables**

- Serve as the primary contact for selected schools, for referrals and other youth mental health related activities
- Work closely with the Schools in the City of Knox and Shire of Yarra Ranges
- Conduct intake assessments, Mental State Examinations and comprehensive risk assessments with young people and their families from selected schools
- Present assessments at Intake Meetings and case consultations. Formulate referral and recovery plans for referral for young people as appropriate.
- Manage a case load of young people referred from selected schools, from assessment to referral to point of engagement with another service
- Coordinate the referral of young people to services within headspace Knox or Lilydale or to other relevant services to ensure a coordination of care for the individual's needs
- Actively monitor young people, providing follow up if non-attendance to scheduled appointments or to provide follow up to support implementation of care plan goals and objectives
- Advocate on behalf of the young person with other workers, schools and employers as required
- Work within multi-disciplinary team environment, consisting of GPs, psychologists, nurses and other allied health workers
- Ensure all contact is recorded within electronic medical records and the headspace minimum data set
- Develop and facilitate groups where required
- Attend and participate in weekly consultation meetings with the psychiatrist and registrars where appropriate
- Work within and uphold the mission, vision and values of headspace and the standards of Youth Mental Health Foundation as communicated by headspace National Office generally and headspace Knox/Lilydale
- Participate in continuous quality improvement activities and assist Clinical Manager in ensuring accreditation standards are maintained



## Skills

- Highly developed interpersonal, verbal and written communication skills
- Highly developed presentation skills
- Exceptional organisational and time management skills
- Excellent computer skills with a proficiency in the use of MS Office Applications, and the ability to work from electronic medical records
- Ability to work independently and cooperatively in a team environment
- Ability to work flexible hours including evenings and weekends

## Experience and Knowledge

- Demonstrated experience in working with young people
- Demonstrated experience in intake and risk assessments with young people
- Demonstrated knowledge and experience of brief intervention
- Demonstrated experience in the delivery of Single Session Therapy
- Demonstrated ability to develop and facilitate group programs

## Qualification/Registrations/Licences

- Tertiary Qualification/s in Psychology, Social Work, Mental Health Nursing or Mental Health Occupational Therapy
- Registration (or eligibility for membership) with AHPRA or AASW

## Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to 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.

### Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected, valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.



All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

## 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.