



| POSITION DESCRIPTION – Family Clinician | |
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| Part 1 – Expectations for Your Role | |
| Position | Family Clinician |
| Service / Program | headspace Eastern Shore/headspace Early Psychosis |
| Industrial Instrument | SACS - EACH Social and Community Service Employees Enterprise Agreement 2017 |
| Instrument Classification | Level 5 |
| Reports to | Team Leader Intake and Brief Intervention |
| Effective Date | August 2025 |

Key Deliverables

- Deliver high-quality, evidence-based counselling to family members and carers of young people.
- Provide flexible support through both in-person and online modalities.
- Contribute to assessment, formulation, treatment planning, and evaluation.
- Develop and manage safety plans where required.
- Facilitate single-session interventions.
- Collect and document developmental history information.
- Collaborate effectively with internal and external service providers.
- Actively participate as a member of a multidisciplinary team.
- Maintain accurate client records and reporting in line with organisational requirements.
- Foster a positive and supportive team culture.

Skills

- Strong time management and organisational capabilities.
- Professional presentation and conduct.
- Skilled in group facilitation and program planning.
- Excellent written and verbal communication skills, with the ability to build partnerships across services.
- Proficient in MS Office and client management systems.
- Competent in preparing reports and managing resources.
- Ability to engage assertively and empathetically with diverse individuals.
- Collaborative team player with strong interpersonal skills.

Experience and Knowledge

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Qualification/Registrations/Licences

- Tertiary qualification in mental health, AOD, social sciences, psychology, social work, youth work, occupational therapy, or a related field.
- Full Driver's Licence.

Desirable

- Qualification in Family Therapy.

Physical Requirements

- Ability to sit for extended periods and operate office equipment.
- Capacity for data entry and administrative tasks.
- Mobility to move within office spaces and attend meetings.
- Ability to lift up to 5 kg (e.g., laptops, supplies).
- Visual and auditory capacity for reading documents and communicating effectively.
- Willingness and ability to travel locally to Each and headspace locations



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

An Each employee is responsible for:

- 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.

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 Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

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.