POSITION DESCRIPTION – headspace Psychologist	
Part 1 – Expectations for Your Role	
Position	headspace Psychologist – Cranbourne East Secondary College
Service / Program	headspace Narre Warren
Industrial Instrument	The EACH Health Professionals Enterprise Agreement
Instrument Classification	Grade 2
Reports to	Headspace Service Manager – Narre Warren & Pakenham
Effective Date	January 2027

About the role

As the headspace Psychologist at Cranbourne East Secondary College, you will co-locate at the school within their School Wellbeing Team. Within headspace Narre Warren you will be part of a multidisciplinary team, consisting of a variety of disciplines such as social work, counselling, youth work, occupational therapy, speech therapy. You will connect with your headspace team by attending regular offsite or online clinical review meetings to discuss clients, seek advice and provide support to one another. You will be required to collaborate with Cranbourne East Secondary College staff and support the delivery of counselling to students from years 7-12.

You will receive referrals directly from the School Wellbeing Team and provide a seamless access point for therapy for young people at the school. You will report to the headspace Narre Warren & Pakenham Service Manager who will provide the direct line management and oversee the clinical governance of the position with support from the Clinical Lead. The headspace Psychologist will receive daily operational support from the Head of Wellbeing at Cranbourne East Secondary College.

Key Deliverables

- Establish a potential client's needs (through discussion of the presenting issue/s) and determine the client's suitability for services.
- Provide MSE, risk and discipline specific (Psychology) assessments for young people.
- Undertake psychosocial assessments with young people utilizing the HEADSS assessment tool;
- Deliver short to medium-term evidence-informed psychosocial interventions, mental health literacy and short-term interventions to a caseload of young people and their families where appropriate, as defined by the needs determined by assessment.
- Provision of mental health related information i.e. psycho-education regarding the nature of mental health and drug and alcohol problems, information services available and how to access these.
- Engage young people in early help seeking and provide a seamless and coordinated treatment pathways including accessing headspace Narre Warren & Pakenham centres, 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.
- Provide support for young people and their families to access the range of services they need.
- Provision of evidence-based group programs for young people at the school.
- Participation in community awareness and engagement activities for headspace or the school, inclusive of RU OK day and Mental Health Month.
- Plan and participate in training and secondary consultation with school staff as required.
- Engage in regular professional development opportunities (e.g. supervision within headspace) and headspace clinical meetings (e.g. clinical review).
- Other duties as negotiated with headspace senior staff services for young people, parents and families at the school.

Skills

- 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.

Qualification/Registrations/Licences (*Mandatory only*)

- Full Registration with AHPRA as a minimum General Psychologist.

Physical Requirements

- **Office Environment**: Sit for extended periods and use office equipment
- **Data Entry**: Handle administrative tasks
- **Office Mobility**: Move around the office and attend meetings
- **Light Lifting**: Lift and carry up to 5 kg (e.g., laptops or office supplies)
- **Visual & Auditory**: Read documents and communicate effectively in person and via phone/video

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, LGBTIQA+ 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 & Each's Child Safe Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.(VIC Only)
- 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.