

**POSITION DESCRIPTION - Mental Health Clinician****Part 1 – Expectations for Your Role**

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| <b>Position</b>                  | Mental Health Clinician  |
| <b>Service / Program</b>         | Primary Mental Health  |
| <b>Industrial Instrument</b>     | SACS - EACH Social and Community Service Employees Enterprise Agreement 2017 |
| <b>Instrument Classification</b> | Level 4  |
| <b>Reports to</b>                | Team Leader  |
| <b>Effective Date</b>            | March 2025   |

**Key Deliverables**

- **Specialist Counselling:** Provide high-quality specialist counselling to older individuals in aged care facilities.
- **Workload Management:** Meet service targets with prescribed workloads.
- **Documentation & Data Entry:** Ensure timely data entry and completion of service delivery documentation.
- **Client Care Coordination:** Collaborate with other support services to ensure coordinated client care.
- **Networking & Referrals:** Engage in networking and collaborative forums to develop referral pathways and promote Each services.
- **Collaboration with Agencies:** Collaborate effectively with other care agencies, interagency networks, and educators.
- **Supervision Participation:** Participate in clinical, line management, and peer supervision.

**Skills**

- **Interpersonal & Negotiation Skills:** Well-developed interpersonal and negotiation skills.
- **Communication Skills:** Effective oral and written communication.
- **Independent & Team Work:** Ability to work independently and as part of a team.
- **Computer Proficiency:** Proficiency in computer applications (Windows, Word, Email, database applications).
- **Cultural Competency:** Competency in working with older adults and families from diverse cultural backgrounds, including First Nations Australians, LGBTIQ+ communities, and remote/migrant communities.

**Experience and Knowledge**

- **Counselling Experience:** Demonstrated experience in individual counselling therapy.
- **Mental Health & Trauma Expertise:** Expertise in mental health, trauma, vulnerable populations, and family conflict.
- **Mental Health Services Knowledge:** Knowledge of mental health services and networks.
- **Health & Recovery Knowledge:** Understanding of the social model of health and mental health recovery principles.
- **Therapeutic Approaches:** Experience in therapeutic approaches such as ACT, mindfulness, and brief therapy.
- **Legislation Knowledge:** Knowledge and understanding of the legislation governing mental health care.



## **Qualification/Registrations/Licences (*Mandatory only*)**

- Tertiary qualifications in a relevant field.
- Must maintain relevant annual registration and/or membership of professional body.

## **Physical Requirements**

- **Travel:** Ability to drive if needed.
- **Mobility:** Capability to walk, stand, and move around the office and community settings where needed.
- **Lifting:** Occasional light lifting (e.g., carrying equipment or materials).
- **Sitting:** Ability to sit for extended periods for office-based tasks and documentation.



## 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.