



**POSITION DESCRIPTION – Mental Health Clinician, Oakwood School**

**Part 1 – Expectations for Your Role**

<b>Position</b>	Mental Health Clinician, Oakwood School
<b>Service / Program</b>	headspace – School Services
<b>Industrial Instrument</b>	Dependent on candidate
<b>Instrument Classification</b>	Dependant on qualifications of candidate
<b>Reports to</b>	Team Leader – School Services
<b>Effective Date</b>	February 2026

**Key Deliverables**

- Actively participate in the Oakwood School Campus wellbeing team meetings and relevant campus activities
- Provide professional consultation to Oakwood teaching staff about how best to support young people to engage in learning
- Establish young person's needs (through discussion of the presenting issue/s) at referral and determine the client's suitability for headspace services
- Undertake comprehensive biopsychosocial assessments utilising the HEADSS assessment tool, Mental State Examinations and risk assessments
- Deliver both short to medium term length evidence-based interventions to young people presenting with a range of mental health and psychosocial issues
- Provide care coordination support which may include referrals to other agencies, liaison with care team members, attending student support group meetings and/or care team meetings
- Engage families and carers in treatment planning and support where appropriate
- Maintain appropriate clinical notes; formulate assessment, care and risk management plans and maintain data requirements using the designated Client Management System
- Present case formulations at clinical review meetings and supervision

**Skills**

- Therapeutic counselling skills
- Ability to assess and respond to clinical risks
- Skills in developing collaborative and comprehensive care plans
- Ability to work collaboratively with all stakeholders with i.e. young people, GPs, Oakwood School, government agencies, private practitioners etc
- Highly developed interpersonal, verbal and written communication skills, problem solving and negotiation skills especially with young people in the early stages of help seeking
- Ability to work autonomously and part of a team
- Ability to work under pressure with the ability to reach out for help openly
- 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



## Experience and Knowledge

- Demonstrated clinical mental health experience in working with young people to deliver therapeutic interventions
- Advanced understanding of mental health, trauma, and issues affecting youth and their families
- Demonstrated experience in working within culturally diverse communities
- Demonstrated experience in working with young people who experience disengagement from social activities, education and employment
- Proficiency in therapeutic approaches such as CBT, DBT, ACT, and mindfulness
- Thorough understanding of the mental health and broader service system

## Qualification/Registrations/Licences

- Holds a minimum Tertiary Qualification in a relevant field (Psychology, Social Work, Counselling)
- AHPRA registered, ACA, PACFA, AASW or eligible for membership with the association in your field
- Current state-based driver's license

## 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.



**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**

Each employee is responsible for their 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).

### 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.
- Ensures 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.