

**POSITION DESCRIPTION – Allied Health Professional – Dialectical Behavioural Therapist****Part 1 – Expectations for Your Role**

Position	Allied Health Professional – Dialectical Behavioural Therapist
Service / Program	Headspace Knox
Industrial Instrument	Dependent on candidate
Instrument Classification	Dependent of candidate
Reports to	Clinical Lead
Effective Date	June 2025

Key Deliverables

The current position will support both the DBT program, and work as an Allied Health Practitioner (AHP). The DBT program supports young people aged 18 – 25 with borderline personality disorder and is delivered via a group program and individual therapy sessions on a weekly basis to these clients. This position is an integral part of the headspace clinical services. The AHP role will form part of a part of multi-disciplinary team alongside onsite mental health and drug and alcohol staff, community engagement staff, vocational specialists, and the broader headspace intake team.

This position is partially funded for 2 years and supplemented through bulk billing utilisation of the Medicare Benefits Schedule. As such, the AHP will require relevant mental health endorsement as an approved allied health practitioner under the Better Access to Mental Health initiative.

The role will sit under the clinical and operational oversight of the headspace Clinical Manager.

- Manage a case load of clients of under the Medicare Better Access Scheme.
- Manage a case load of clients in the Dialectical Behaviour Therapy (DBT) program based at headspace Knox.
- Deliver high quality and flexible mental health interventions to young people aged 12 – 25, and support for their families.
- Formulate and apply appropriate assessment, treatment and evaluation processes.
- Actively monitor young people, provide follow-up if non-attendance to scheduled appointments or to provide follow-up to support implementation of care plan goals and objectives.
- Actively monitor risk, complete risk assessments, safety plans and mental state examinations where appropriate.
- Work within a multi-disciplinary team environment, consisting of GPs, psychologists, nurses and other allied health workers as required.
- Advocate on behalf of the young person with other workers, school and employers, as required.
- Attendance to clinical case review meetings and clinical supervision.
- Ensure all contact is recorded within electronic medical records and the headspace minimum data set.
- Adhere to communication requirements of the Medicare Better Access Scheme, such as letters to GP's, etc. and communicate with referrers.
- Maintain awareness and knowledge of relevant policy developments in health, education, and social services that have an impact on young people.
- Maintain CPD points as per appropriate registration requirements.
- Plan and participate in training and secondary consultation as required.



Skills

- Highly developed interpersonal, verbal and written communication skills, problem solving and negotiation skills especially with young people in the early stages of help seeking.
- Highly developed therapeutic skills, particularly in relation to interventions and therapeutic modalities appropriate for young people.
- Ability to work autonomously and also 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 maintain positive stakeholder relationships and work collaboratively with all stakeholders i.e. young people, local community, government agencies, private practitioners etc.
- Desire and capability to support a diverse community focussed team.

Experience and Knowledge

- Demonstrated experience in the provision of therapeutic interventions with young people.
- Demonstrated knowledge of the Medicare Benefits Scheme within the context of complex youth health presentations.
- Demonstrated clinical skills in working with young people and their families/carers with mental health issues, including personality disorders.
- Experienced in providing mental health assessments, psycho-education and short term interventions to young people experiencing mental health difficulties.
- Thorough understanding of the mental health and broader service system.

Qualification/Registrations/Licences

- Tertiary level allied mental health qualifications in psychology, mental health social work or occupational therapy.
- Current full registration with the Australian Practitioners Health Regulation Agency (APHRA) or the Australian Association of Social Workers (AASW).
- Eligible for registration with Medicare as an approved provider of mental health items under the Better Access to Mental Health Care Medicare Benefits Schedule.

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

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.