



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



Expectation of Employees

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Employee Responsibilities

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself



and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.

EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable 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.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.



- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.
- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



Part 2 – Addendum Dietician:

This document explains the work of the Dietician and the outputs they will need to deliver

Position:	Dietitian
Directorate / Service / Program:	Youth Mental Health
Industrial Instrument Name:	VICTORIAN COMMUNITY HEALTH SECTOR (AUDIOLOGISTS, DIETITIANS, PHARMACISTS & PSYCHOLOGISTS) 2018-2021
Instrument Classification:	Grade 2
Reports to:	Service Manager EACH Port Macquarie
Effective Date:	October 2024

Key Deliverables

- Effective management of all documents associated with outreach services including monitoring of diary management, client appointments and program resources.
- Undertake collection and coordination of relevant client related data entry activities and bookings to ensure timely, safe and effective care is delivered by clinical staff.
- Provide seamless client scheduling assistance to enhance client experience throughout their engagement with the program.
- Contribute to smooth functioning of the program/s by providing a timely and accurate administration support.
- Perform other duties as requested by the Health Services Manager and Clinical Lead.
- Provide nutritional assessments and tailored plans to young people registered with Headspace Port Macquarie requiring to see a dietitian program to support lifestyle change and healthy food choices.
- Provide clinical input to the wider team to support holistic care provision through clinical review processes.
- Collaborate with the Headspace clinical team in delivering client centred individual and group programs related to nutrition and wellbeing.
- Support capacity building of the clinical and non-clinical team through provision of education sessions related to nutrition and diet in the context of mental illness.
- Support the develop resources for the young people and their families related to supporting and managing physical health and wellbeing in the context of mental illness.
- Establish clear and sustainable pathways to support service provision for diet and nutrition, beyond a young person's episode of care within Headspace.
- Build partnerships with relevant agencies to support sustainability of the physical health and wellbeing program into the future.



- In consultation with Service Manager develop clear operating procedures related to provision of nutrition assessments and interventions within Headspace Port Macquarie.
- Contribute to quality improvement initiatives across the service.
- Evaluation of all interventions and service developments for duration of contract.
- Adhere to the Dietician Association of Australia Professional Standards.
- Follow organisational policies and procedures and adhere to safety standards and guidelines.
- Ensure that Headspace Hapi data is completed with all occasions of service and that client clinical records are maintained at a high level as per policy and guidelines.
- Always uphold client confidentiality.
- Any other duties consistent with the position where required by the Centre Manager as part of the wider Headspace clinical team.

Qualifications and skills

- Degree level qualifications in Nutrition and Dietetics (graduate or post-graduate).
- Current membership with the Dieticians Association of Australia, including Accredited Practising Dietician status.
- 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.
- Working with Children Check (NSW).
- NSW Drivers Licence.
- Demonstrated experience of practice in community settings.
- Demonstrated knowledge or experience of the physical health and nutritional/ diet issues for young people who present with first episode and/or at ultra-high risk of psychosis.
- An understanding of early psychosis and first episode psychosis rationale and principles, particularly in relation to physical health needs.
- Knowledge of the impact of pharmacological treatments, particularly anti-psychotic medications on physical health and wellbeing.
- Well-developed evidence-based, clinical skills working with young people and their families – including assessment and prescription of appropriate nutrition plans.
- Well-developed communication skills, both verbal and written, with an ability to interact with a diverse range of people.
- Ability to work in a highly productive environment with time pressures whilst managing multiple tasks.

Physical Requirements

- Able to sit at a computer for 6 – 8 hours per day.
- Ability to walk up stairs.
- Ability to travel between EACH locations.
- Able to lift 5 kgs.