

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

Position	Youth Mental Health Nurse
Service / Program	Mental Health and Alcohol and Other Drugs – Youth Health Clinic
Industrial Instrument	Nurses - Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028
Instrument Classification	Community Nurse 4 (CN4)
Reports to	Lead Centre Services
Effective Date	September 2025

Key Deliverables

- Work in partnership with headspace staff and school staff
- Ensure high standard quality provision of evidenced based primary health care to young clients
- Consolidate sessional clinical services for young people offered from the GP Clinics at headspace Dandenong, Narre Warren, and Pakenham
- Consolidate sessional clinical services for young people offered from the GP Clinics under the “GP in Schools” Initiative
- Consolidate referral and access arrangements for GP’s and other priority youth services such as mental health
- Provide information, assessment, and clinical support regarding a range of other issues such as AOD.
- Provide information, assessment, and clinical support regarding Mental health presentations, including HEADD’s Assessment, mental state assessments, risk assessments, ongoing therapeutic support, and care coordination (as required)
- Ensure all relevant documentation and service activity tasks are completed in a timely manner
- Undertake all additional clinical tasks as directed by the headspace Services manager consistent withing scope of practice of the role.

Skills

- Therapeutic engagement skills with young people
- Comprehensive assessment & treatment skills to deliver primary health care for young people addressing both physical & mental health domains
- Ability to assess and respond to clinical risks
- Skills in developing collaborative and comprehensive care plans
- Ability to work collaboratively with all stakeholders i.e. young people, family, GPs, schools, 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 application (Word, Excel and Outlook) and the ability to work from electronic medical records and the headspace Minimum Data Set
- Well-developed communication and conflict resolution skills
- Strong organisational skills with high attention to detail
- Administration skills to complete compliance paperwork
- Ability to demonstrate welcome, empathy and hope with all clients and stakeholders

Experience and Knowledge

- Demonstrated experience working with young people presenting with mental health concerns inclusive of family support and engagement
- Clinical skills (nursing) and significant experience in working with diverse groups of young people.
- Clinical skills and experience in working with a range of presentations inclusive of physical health, sexual health, mental health and AOD
- Demonstrated ability to work independently and as part of a team.
- Demonstrated skills and understanding of health promotion principles and practice
- Experience in providing health education to young people
- Ability to work in partnership with local government, schools and other health and community providers.
- Knowledge of management and administrative techniques, processes and systems, e.g. Quality Assurance, tender processes, office administrative systems; preferably complemented by an understanding of the community health service environment.

Qualifications/Registrations/Licences

- Registration as Division 1 Nurse with APHRA
- Post Graduate qualifications in Mental Health
- Full unrestricted drivers licence

Desirable qualifications

- Post Graduate qualifications in related degree such as adolescent health, sexual and reproductive health.

Physical Requirements

- Ability to sit at a computer for 6 – 8 hours per day.
- Walk up stairs.
- Ability to travel between Each locations and off-site.
- Lift 3 kgs.



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.