

**POSITION DESCRIPTION – Southern Team Leader****Part 1 – Expectations for Your Role**

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| Position | Southern Team Leader |
| Service / Program | headspace Early Psychosis Program |
| Industrial Instrument | Dependent on candidate |
| Instrument Classification | Dependent on candidate |
| Reports to | headspace Early Psychosis Manager |
| Effective Date | January 2026 |

About headspace

headspace is funded by the Australian Government through Primary Health Tasmania under the Promoting Better Mental Health – Youth Mental Health Initiative.

The objectives of **headspace** are to improve access for young people to mental health and related services, and to ensure better coordination between such services, by:

- providing holistic services through headspace sites; increasing the community's capacity to identify young people with mental ill-health and related problems as early as possible.
- encouraging help-seeking by young people and their family.
- providing evidence-based, high-quality services delivered by well-trained professionals; and providing a mechanism for service coordination and integration within communities and at a federal and state/territory government level.
- headspace provides service to young people aged 12-25 years old, and their family/carer network that is youth & family friendly and operates in line with the vision and values of headspace National & Each, whilst meeting National certification under the headspace Trademark License Deed.

About Early Psychosis

headspace Early Psychosis, established in 2011, is an accessible youth and family friendly mental health service for young people (12-25) at risk of, or experiencing a first episode of psychosis. The headspace Early Psychosis model comprises assertive assessment, individual case management, and functional recovery programs that foster hope and builds on a young person's individual strengths to achieve their recovery goals and promote resilience. The headspace Early Psychosis program uses the wisdom of lived experience and a family-centric approach to help reduce the duration of untreated psychosis in young people. headspace Eastern Shore will be the first headspace in Tasmania to offer the Early Psychosis Program (EPPIC). The service will include a Mobile Assessment and Treatment Team (MATT), Continuing Care Team (CCT) and a centre-based Recovery Program (RP) to service Southern Tasmania. The successful applicant will lead the MATT/CCT Team and participate in service innovation and development and evaluation activities. This position reports directly to the headspace Early Psychosis Manager and is clinically a delegate of the headspace Early Psychosis Clinical Director and Consultant Psychiatrist.



Responsibilities

- **Lead and coordinate daily operations** of the MATT/CCT Team within the Early Psychosis Program
- **Deliver evidence-based**, youth-friendly, developmentally appropriate, family inclusive service.
- **Provide leadership, line management, clinical supervision** to staff to enhance their clinical and professional development.
- **Guide and supervise** multidisciplinary staff, ensuring quality and consistency in service delivery.
- **Develop and implement** innovative functional recovery projects and initiatives.
- **Manage referrals** to ensure timely and appropriate service access to the Recovery Team.
- **Monitor and evaluate** program effectiveness through data collection and analysis.
- **Contribute to strategic planning**, policy development, and organisational reporting.
- **Build collaborative relationships** with internal and external stakeholders to support integrated care pathways.
- **Represent the service** in interagency forums and promote cross-organisational collaboration.
- **Collaborate with the Recovery Team Leader** to recruit, onboard, and manage performance of peer workers and vocational staff.
- **Promote culturally safe and inclusive practices**, especially for Aboriginal and Torres Strait Islander young people.
- **Implement quality assurance processes** and contribute to continuous improvement initiatives.
- **Provide localized leadership** on procedures within Early Psychosis to ensure alignment with the EPPIC model.

Skills

- Advanced clinical skills in mental health assessment.
- Advanced clinical skills in psychological therapy.
- Skilled in clinical case management.
- Strong leadership and team coordination capabilities.
- High-level communication and interpersonal skills for stakeholder engagement.
- Proficiency in supervision, mentoring, and performance management.
- Ability to manage competing priorities in a fast-paced environment.
- Skilled in data management, documentation, and reporting.
- Strategic thinking and problem-solving abilities.
- Familiarity with the EPPIC model and early psychosis service frameworks.

Experience and Knowledge

- Demonstrated experience in youth mental health, particularly early intervention for psychosis.
- Proven track record in service development and continuous quality improvement.
- Experience in triage, assessment, and referral allocation.
- Knowledge of vocational, educational, psychological, social, lifestyle, occupational, and neurocognitive interventions.
- Experience leading multidisciplinary teams and facilitating caseload reviews.
- Understanding the Tasmania Mental Health service system and integrated care models.

Qualification/Registrations/Licences

- Tertiary qualification in Allied Health or a related discipline.
- Eligibility for registration with a relevant professional body – AHPRA or AASW.
- Postgraduate qualifications in youth mental health (desirable).



- Current driver's licence.

Physical Requirements

- Ability to travel into the local community from the centre.
- Ability to sit for extended periods and use standard office equipment.
- Flexibility to adapt to changing service demands and environments.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.



POSITION DESCRIPTION - Leader (Direct Reports)

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.

Leader Expectations

This leadership role is key to the team, working with the Directorate, Executive Team, and stakeholders to achieve Each's vision and strategic objectives. The position focuses on collaboration across Directorates to address future business needs and ensure their area supports broader operations. Leaders are responsible for meeting KPIs, financial sustainability, and effective operations aligned with Each's values. Leaders are expected to demonstrate strong leadership, model Each's values, and foster an inclusive, safe, and engaging culture.

Leader Responsibilities

An Each Leader is responsible for:

- Delivering the strategic Plan and supporting financial sustainability.
- Building high-performing, adaptable teams that model Each's values.
- Promoting continuous improvement, learning, and staff wellbeing.
- Ensuring a safe, inclusive workplace and effective operations.
- Managing risks and fostering innovation, collaboration, and strategic thinking.
- Aligning systems and processes with Each's goals and ensuring compliance with policies and regulations.
- Demonstrating leadership standards and acting 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. These considerations extend to all of our customers inclusive of priority populations.

Key Selection Criteria

Skills & Behaviours

- Strong leadership aligned with Each's values and behavioural standards.
- Proven ability to attract, develop, and retain a diverse, high-performing workforce.
- Commitment to fostering a safe, inclusive culture prioritizing wellbeing.
- Success in building teams, driving collaboration, and achieving strategic goals.
- Confident in engaging and briefing stakeholders.

Desirable Experience, Knowledge, and Qualifications

- Leadership experience in a relevant field.
- Tertiary qualifications in a relevant discipline.
- Collaborative experience within a leadership team.
- Understanding of the Not-For-Profit sector and Health services.

Mandatory Compliance

- 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
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (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.
- 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.