

**POSITION DESCRIPTION – Clinician****Part 1 – Expectations for Your Role**

Position	headspace EMHSS Clinician
Service / Program	headspace Dandenong
Industrial Instrument	Dependent on candidate
Instrument Classification	Dependent on qualifications of candidate
Reports to	Team Leader School Services
Effective Date	January 2026

Key Deliverables

- Provide an integrated, youth-friendly service for Victorian Government secondary school students with a range of mild-to-moderate mental health issues, where applicable providing in-reach servicing at select local schools
- Establish young person's needs at referral and determine the client's suitability for headspace services, including engagement with families and carers in treatment planning and support where appropriate
- Undertake comprehensive biopsychosocial assessments; utilising tools such as HEADSS, Mental State Examination, and risk assessment tools as applicable
- Deliver short-term evidence-based interventions to young people, including brief intervention counselling
- Provide brief 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
- Present case formulation at clinical review meetings and supervision, effectively escalating care as clinically required
- Maintain appropriate clinical notes; formulate assessment, documented care and risk management plans, and maintain 100% completion of the headspace Minimum Data Sets, requirements using the designated Client Management System

Skills

- Highly developed conceptual, organisational and analytical skills.
- Well-developed interpersonal skills.
- Excellent written and verbal communication
- Ability to work autonomously and part of a team
- An ability to use (or learn) technological applications such as Episoft, Medical Director and Microsoft Office

Experience and Knowledge

- Previous experience in a similar role
- Experience and passion for working with adolescents and young adults with varied mental health presentations and needs, including anxiety and depression.



- Demonstrated experience in working with young people and understanding of adolescent development for example well developed counselling, mediation and assessment skills.
- Demonstrated experience in working with families to support young people.
- Experience working with young people and families from diverse backgrounds and Indigenous communities.
- Experience and knowledge of various evidence-based treatment modalities and implementation of group work activities (e.g. self-esteem, anxiety management etc.).
- An appreciation for the not-for-profit sector is desirable.

Qualification/Registrations/Licences

- Holds a minimum Tertiary Qualification in a relevant field.
- AHPRA registered, ACA, PACFA, AASW or eligible membership with the association of your field.
- 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
- Current state-based driver's license.

Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Data Entry:** Handle administrative tasks.
- **Office Mobility:** Move around the office and attend meetings.
- **Light Lifting:** Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each locations.

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 - 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. These considerations extend to all of our customers inclusive of priority populations.

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 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.