



**POSITION DESCRIPTION – Mental Health Clinician**

**Part 1 – Expectations for Your Role**

<b>Position</b>	Mental Health Clinician – BounceBack
<b>Service / Program</b>	BounceBack Casey/Cardinia
<b>Industrial Instrument</b>	Dependent on candidate
<b>Instrument Classification</b>	Dependent on candidate
<b>Reports to</b>	BounceBack Casey Cardinia Team Leader
<b>Effective Date</b>	March 2026

**Key Deliverables**

- Provides assessment, case coordination and treatment to young people who present with complex and chronic mental health issues.
- Provide evidence-based interventions for young people and their families onsite at headspace Narre Warren or Each sites', through telehealth or outreach in the community.
- Provide support to parents and families of young people within the BounceBack program as required.
- Formulate care plans, assess for and complete appropriate referrals.
- Maintain an active caseload.
- Actively monitor young people including follow up if non-attendance to scheduled appointments and provide additional follow up to as required to meet goal plan objectives.
- Develop and facilitate groups as required.
- Work in a multi-disciplinary team and participate in team meetings, clinical review meetings, professional development, and program planning as required.
- Actively attend and participate in regular operational and clinical supervision.
- Complete all organisational accountability and reporting requirements in an accurate and timely manner.
- Collect, collate, and maintain client notes on consumer contacts in Client Management System.

**Skills**

- **Interpersonal Skills:** Strong communication skills, verbal and written, non-judgemental and client focused.
- **Engagement:** Effective in engaging clients and stakeholders to achieve goals.
- **Problem-Solving:** Seeks diverse information and adapts approaches to problem-solving.
- **Self-Improvement:** Open to feedback and self-care for personal growth, self-aware and reflective.
- **Compassion:** Promotes hope, optimism, and compassion.
- **Teamwork:** Collaborative, inclusive and flexible team player.
- **Autonomy:** Works well individually, proactive and self-motivated in learning and help-seeking.
- **Cultural Competence:** Values and engages authentically with diverse backgrounds and seek support from appropriate team members as needed.
- **Lived Experience:** Values lived experience and works collaboratively with LLE colleagues.



- **Technical Skills:** Competent in Microsoft Office Suite.
- **Accountability:** Deliver services within the relevant legislative and regulatory framework and in accordance with sound business/service management practice.
- **Organisational Skills:** Strong administrative, time management and organisational abilities.

## Experience and Knowledge

Demonstrated experience in:

- providing assessment, case-management and evidence-based psychological interventions to young people in the context of severe mental health issues.
- working as part of a multidisciplinary team.
- working with young people and families for a minimum of 4+ years.
- working with young people in the context of severe mental health issues.
- working with young people who experience significant disengagement from social activities, education, and employment.

## Qualification/Registrations/Licences (*Mandatory only*)

- Undergraduate qualifications in Occupational Therapy, Psychology, Nursing, Social work, or related discipline.
- Eligibility for membership in qualified field.
- Victorian 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

### 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.