

<b>Position title</b>	<b>headspace Intake &amp; Brief Intervention Clinician Lilydale: Family portfolio</b>
<b>Reports to</b>	<b>Team Leader Lilydale</b>
<b>Date</b>	<b>August 2023</b>

## About EACH

EACH provides an integrated range of health, disability, 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 300 volunteers.

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

<b>Our vision</b>	A healthy community where everyone belongs.
<b>Our purpose</b>	Promoting health, building hope and creating opportunity.
<b>Our values and behaviours</b>	<p><b>We care</b> We welcome you with empathy and hope. We believe making change is possible for everyone.</p> <p><b>We listen</b> We take time to understand you, your experiences and your culture. We work with you and the people important to you, to build the right supports.</p> <p><b>We learn</b> We evaluate our actions and always seek to improve.</p> <p><b>We deliver</b> We have a 'can do' attitude and find ways to say 'yes'. We do what we say we're going to do.</p>

## headspace Knox and headspace Lilydale (Satellite)

headspace is a federally funded, innovative, early intervention program that aims to build the health and well-being of young people (12-25 years). headspace is especially aimed at those who are at risk of mental health issues. We have a strong focus on physical health, mental health and drug and alcohol counselling, and support young people to engage in areas of vocation and education. headspace Knox and Lilydale (satellite) is managed by EACH, as a lead agency.

The headspace Knox and headspace Lilydale team is a vibrant, supportive, multidisciplinary team who work collaboratively to support young people and families in the Outer East of Melbourne. headspace Lilydale is a satellite site to Knox. The team comprises employed staff in intake, community engagement, leadership, and administrative roles, as well as co-located partner agency staff and private providers. The headspace Knox and headspace Lilydale team are host to a team of master's level psychology and social work students on placement. headspace Knox also has a Youth GP Clinic and Doctors in Schools Program.

## Position summary

The Intake & Brief Intervention Clinician position is a crucial role within the headspace Lilydale service and will be required to undertake various activities including but not limited to engaging, screening, and providing effective brief interventions for young people and their families. This position will work as part of the headspace Knox and Lilydale Team and partnering agencies. As the point of access to headspace for young people, this position will complete comprehensive screening and assessment of young people, coordinate supported referrals, and provide and brief intervention and single session therapies. This position will hold the Family Portfolio, providing leadership to other team members and students regarding family support and integration, and provide parenting support to parents and carers of headspace clients. This person will also assist in the development and delivery of therapeutic groups.

The Intake & Brief Intervention Clinician will regularly participate in Community Development activities, including but not limited to school presentations and workshops, agency visits, and promotion of headspace Knox and Lilydale at community events such as Festivals. This position will contribute to the planning and implementation of activities for Youth Week, Mental Health Week, and other relevant celebrations.

Some after hours and weekend work may be required.

## Deliverables

- Contribute to a welcoming, friendly, inclusive and safe environment for young people and their families and friends.
- Work within and uphold the mission, vision and values of headspace and the standards of Youth Mental Health Foundation as communicated by headspace National Office generally and headspace Knox.
- Work within multi-disciplinary team environment, consisting of GPs, psychologists, nurses, and other allied health workers.
- Delivery of evidence informed practice across all aspects of duties. Including providing Brief Intervention and Single Session therapy, working within a culturally safe and family inclusive framework.
- Conduct intake assessments, mental state examinations and comprehensive risk assessments.
- Present assessments at intake meetings and consultation meetings with the psychiatrist and registrars.
- Formulate referral and recovery plans for referral for each young person assessed, appropriate to presenting concern, age, and stage of development. Advocate on behalf of the young person with other workers, schools and employers as required. Actively involve young people and families in decisions regarding care pathways and treatment options.
- Manage a case load of young people through the intake processes, from assessment to referral to point of engagement with another service, as well as managing a caseload of Brief Intervention clients and families seeking parental support and family interventions.
- Actively monitor young people, providing follow up if non-attendance to scheduled appointments or to provide follow up to support implementation of care plan goals and objectives.
- Provide guidance and leadership to other team members and students, particularly in regarding substance use concerns among young people.
- Develop and facilitate groups where required.
- Support the Community Development Coordinator by participating in promotional activities, such as school/agency/community presentations, workshops, festivals, etc.
- Attend and participate in fortnightly supervision with the headspace Lilydale Team Leader.

- Complete all electronic medical records and case notes, including headspace minimum data set (hapi) in a timely manner.
- Participate in staff meetings and staff training.
- Comply with all statutory and regulatory obligations including but not limited to OHS requirements, privacy/confidentiality obligations, information management as required by headspace Knox and EACH. Adhere to policies and procedures of EACH and headspace Knox/Lilydale. Participate in continuous quality improvement activities and assist Clinical Manager in ensuring accreditation standards are maintained.

## **The professional expertise we are looking for in this role**

### Skills

- Skills, attitude, and behaviours that are positive toward young people and their families.
- Highly developed, friendly, and welcoming interpersonal, verbal and written communication skills.
- Exceptional organisational and time management skills.
- Excellent computer skills with a proficiency in the use of computer applications, and the ability to work from electronic medical records.
- Ability to work independently and cooperatively in a team environment.
- Ability to work flexible hours including evenings and weekends.

### Experience and Knowledge

- Demonstrated experience in intake and risk assessments with young people.
- Demonstrated knowledge and experience of developmental stages relevant to adolescents.
- Demonstrated knowledge and experience of evidence informed practices, including brief intervention and single session therapy.
- Demonstrated experience in working with young people and involving young people and families in their own care.
- Demonstrated ability to develop and facilitate group programs.
- Demonstrated knowledge and experience in assessing young people in accordance with the Gillick Principle (Mature Minor).
- Demonstrated experience in family support and providing evidenced based parenting and family interventions.

### Mandatory Qualification/s, Competencies and/or Licences

- Tertiary qualifications in the social sciences (such as youth work, counselling, psychology, social work, occupational therapy or related field) and registration with the relevant governing body preferable, however not required.
- 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

## **Expected behaviours for all EACH staff and volunteers**

- acts in accordance with EACH's code of conduct and ethics, policies and procedures and is demonstrably committed to EACH's vision, mission, values and service principles
- promotes a 'safety first' culture and acts in accordance with EACH health and safety 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