



POSITION DESCRIPTION - Access & Brief Intervention Clinician (headspace Eastern Shore)	
Part 1 – Expectations for Your Role	
Position	Access & Brief Intervention Clinician (headspace Eastern Shore)
Service / Program	Mental Health and Alcohol and Other Drugs
Industrial Instrument	Dependent on candidate
Instrument Classification	Dependant on candidate discipline
Reports to	Team Leader Access & Brief Intervention
Effective Date	March 2025

Key Deliverables

- **Client Access & Intake:** Provide engaging client-focused service access and intake to young people, their families, and stakeholders.
- **Needs Assessment & Referral Pathways:** Establish a potential client's needs (through discussion of presenting issues) and determine the client's supports across Mental Health, AOD, Primary Health, and Work & Study domains.
- **Evidence-Based Mental Health Interventions:** Deliver effective evidence-based clinical mental health interventions for young people with mild to moderate mental health issues, focusing on single session frameworks and brief treatment/support models.
- **Family Engagement:** Engage families and carers in treatment planning and family work, where appropriate.
- **Flexible Service Delivery:** Deliver services flexibly, including from co-located premises.
- **Clinical Review Participation:** Present client cases at clinical review meetings and supervision.
- **Care Escalation:** Effectively escalate care as clinically required.
- **Student & Graduate Support:** Support students and graduate staff on placement within the intake team.
- **Health Promotion Activities:** Conduct health promotion activities for young people both within the centre and in the wider community.
- **Client Data Management:** Accurately maintain all client data, records, and reporting processes, including hapi data, in a timely manner based on service KPIs.
- **Project-Based Clinical Work:** Undertake project/portfolio-based clinical work as negotiated with the Intake Team Leader & Services Manager.

Skills

- **Assessment & Therapeutic Counselling:** Highly developed skills in assessment and therapeutic counselling, particularly with young people. Expertise in single session thinking and brief intervention techniques.
- **Information Management & Technology:** Strong skills in managing information and using electronic client management systems.
- **Multitasking & Time Management:** Ability to multi-task, set priorities, and meet strict deadlines.
- **Risk Assessment:** Advanced skills in conducting mental state examinations and risk assessments.
- **Communication:** Ability to communicate effectively, both in person and via telehealth, with young people, families, and professionals.
- **Group Work Facilitation:** Ability to implement and facilitate group work activities such as self-esteem and anxiety management.



Experience and Knowledge

- **Work with Adolescents & Young Adults:** Experience working with adolescents and young adults, particularly those with early-stage and complex mental health presentations.
- **Mental Health:** Experience in assessing and treating young people diagnosed with moderate to severe mental health difficulties.
- **Diverse Populations:** Experience working with young people and families from diverse backgrounds, including CALD, Indigenous, LGBTIQ, young men, and those at risk of homelessness.
- **Evidence-Based Treatment:** Knowledge and experience of various evidence-based treatment modalities.
- **Telehealth:** Experience in delivering treatment and interventions via telehealth platforms.

Qualification/Registrations/Licences (*Mandatory only*)

- **Minimum Qualification:** Diploma-level qualification in Youth Work, Occupational Therapy, Social Sciences, Social Work, or a related discipline.
- **Driver's License:** Current state-based driver's license (highly regarded/desirable).

Physical Requirements

- **Office Environment:** Ability to sit for extended periods.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 3 kg (e.g., laptops or office supplies).
- **Travel:** Ability to travel locally if required.



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.