

**POSITION DESCRIPTION – Mental Health Clinician, Oakwood School****Part 1 – Expectations for Your Role**

Position	Mental Health Clinician, Oakwood School
Service / Program	headspace – School Services
Industrial Instrument	Dependent on candidate
Instrument Classification	Dependant on qualifications of candidate
Reports to	Team Leader – School Services
Effective Date	February 2026

Key Deliverables

- Actively participate in the Oakwood School Campus wellbeing team meetings and relevant campus activities
- Provide professional consultation to Oakwood teaching staff about how best to support young people to engage in learning
- Establish young person's needs (through discussion of the presenting issue/s) at referral and determine the client's suitability for headspace services
- Undertake comprehensive biopsychosocial assessments utilising the HEADSS assessment tool, Mental State Examinations and risk assessments
- Deliver both short to medium term length evidence-based interventions to young people presenting with a range of mental health and psychosocial issues
- Provide 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
- Engage families and carers in treatment planning and support where appropriate
- Maintain appropriate clinical notes; formulate assessment, care and risk management plans and maintain data requirements using the designated Client Management System
- Present case formulations at clinical review meetings and supervision

Skills

- Therapeutic counselling skills
- Ability to assess and respond to clinical risks
- Skills in developing collaborative and comprehensive care plans
- Ability to work collaboratively with all stakeholders with i.e. young people, GPs, Oakwood School, government agencies, private practitioners etc
- Highly developed interpersonal, verbal and written communication skills, problem solving and negotiation skills especially with young people in the early stages of help seeking
- Ability to work autonomously and part of a team
- Ability to work under pressure with the ability to reach out for help openly
- High level of computer literacy utilising MS Office applications (Word, Excel and Outlook) and the ability to work from electronic medical records and the headspace Minimum Data Set



Experience and Knowledge

- Demonstrated clinical mental health experience in working with young people to deliver therapeutic interventions
- Advanced understanding of mental health, trauma, and issues affecting youth and their families
- Demonstrated experience in working within culturally diverse communities
- Demonstrated experience in working with young people who experience disengagement from social activities, education and employment
- Proficiency in therapeutic approaches such as CBT, DBT, ACT, and mindfulness
- Thorough understanding of the mental health and broader service system

Qualification/Registrations/Licences

- Holds a minimum Tertiary Qualification in either Psychology, Occupational Therapy, Social Work, or Counselling
- AHPRA registered, ACA, PACFA, AASW or eligible for membership with the association in your field
- Current state-based driver's license

Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to 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

Each employee is responsible for their 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).

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.
- Ensures 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.