



Position Description	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, 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 250 volunteers.

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

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



Position Summary

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Key Deliverables

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable 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.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.



- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing 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.



Part 2 - Addendum (Mental Health Clinician)

This document explains the work of the Mental Health Clinician and the outputs they will need to deliver

Position:	Mental Health Clinician
Directorate / Service / Program:	headspace School Services
Industrial Instrument Name:	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification:	Level 4
Reports to:	Senior Clinician/Coordinator – School Services (Casey Cardinia)
Effective Date:	February 2024

About the School Services team

A number of programs sit within the headspace School Services Team and this team works across the Casey Cardinia region. The School Services clinicians work with or in schools in the Casey & Cardinia LGAs, and across headspace centres at Narre Warren & Pakenham. The clinicians within this team provide a flexible mixture of face-to-face, in-person and telehealth options to young people.

Currently, the School Services team includes the following programs:

1. Fee-for-Service Schools: As part of this team there are currently schools who have employed clinicians through headspace and these clinicians include an OT, Speech Therapist, Psychologist, Mental Health Clinicians, Youth Worker and Wellbeing Coordinator. The School Services Senior Clinician/Coordinator provides clinical oversight and supervision to these clinicians, as well as coordination of operational function within the stream.
2. Fixed Term funding: The schools stream is made up of some clinical programs that are funded by SEMPHN &/or DHHS in a fixed term nature (ie funding for 12-24 months) and these programs are operationalised based on the funding requirements of the program.
3. Core funded clinicians/programs: The schools stream also has some core funded FTE dedicated to supporting the regional needs of secondary school students from Government, Independent, Private, or Christian schools. These roles work across the headspace centre and also in-reach/outreach into schools across the region.



Position summary

The position is co-located at Cranbourne West Secondary College, with capacity to work in the headspace centre during term holidays. The role of the Mental Health Clinician will be to provide mental state, risk & discipline specific assessments, provide brief treatment with students (including parent/family sessions as required), and make appropriate referrals for ongoing care of the student. The role will receive referrals from the well-being team at the school. The Mental Health Clinician will be required to deliver highly engaging, flexible, and evidenced based interventions. The role reports through to the headspace School Services Senior Clinician/Coordinator for Casey Cardinia, and headspace oversees the effective operational and clinical governance of the role. The relevant Head of Wellbeing at Cranbourne West Secondary College is responsible for the day to day running of the role on campus.

In addition, the role will facilitate access to appropriate services (including headspace centres Narre Warren & Pakenham) as indicated by assessment and care planning processes, and will include direct service to young people, families and carers as well as consultation and support to other professionals, agencies and members of the community engaged in the young person's care.

Key Deliverables

- Establish a potential client's needs (through discussion of the presenting issue/s) and determine the client's suitability for services.
- Provide MSE, risk and discipline specific assessments for students at the College
- Undertake psychosocial assessments with young people utilizing the HEADSS assessment tool.
- Deliver evidence-informed short term psychosocial interventions to young people and their families where appropriate, as defined by the needs determined by assessment. Provision of mental health related information i.e. psycho-education regarding the nature of mental health and drug and alcohol problems, information services available and how to access these.
- Engage young people in early help seeking and provide a seamless and coordinated treatment pathways including accessing headspace centres Narre Warren & Pakenham, and other community services.
- Maintain appropriate clinical notes; formulate assessment, care and risk management plans and maintain data requirements using the designated Client Management System/s.
- Provide support for young people & families to access the range of services they need.
- Provision of evidence-based group programs for students at the school.
- Participation in community awareness and engagement activities
- Plan and participate in training and secondary consultation with school staff as required.
- Other duties as negotiated with headspace senior staff.



The professional expertise we are looking for in this role

Skills

- Highly developed interpersonal, verbal and written communication skills.
- Highly developed problem solving and negotiation skills especially with young people in the early stages of help seeking.
- Highly developed knowledge of the common mental health, and social problems faced by young people and the indicated evidence-based treatment options.
- Ability to work with parents, carers and the family system where there is a higher complexity of care required.
- Ability to work autonomously and also as part of a team.
- 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.
- Ability to maintain positive stakeholder relationships and work collaboratively with a range of stakeholders i.e. young people, local community, government agencies, private practitioners etc.
- Exceptional organisational and time management skills.
- Ability to work within a multidisciplinary team working towards shared goals.
- Ability to work with high levels of professionalism and model EACH and headspace core values.

Experience and Knowledge

- Experience in working within a Secondary School context.
- Demonstrated experience in discipline assessment, MSE, and risk assessments with young people.
- Demonstrated knowledge and experience of effective evidenced based treatment for young people.
- Demonstrated knowledge and experience of family inclusive practice.
- Demonstrated clinical skills in working with young people and their families/carers with mental health issues in an early intervention framework.
- Thorough understanding of the mental health and broader service system.
- Demonstrated ability to deliver system consultation and educational sessions.
- Experience in working with educational services.

Mandatory Qualification/s, Competencies and/or Licences

- Approved tertiary qualifications in Social Work, Mental Health Nursing or Occupational Therapy.
- AHPRA registered or eligible for membership with the association in 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



- Compliance with the EACH vaccination procedure

Highly regarded Qualifications and/or Certifications

- Postgraduate qualifications in related field of study.

Physical Requirements:

- Walk up stairs
- Ability to travel between EACH locations
- Lift 3 kgs etc.