

**POSITION DESCRIPTION – Clinical Educator****Part 1 – Expectations for Your Role**

Position	Clinical Educator
Service / Program	headspace
Industrial Instrument	Dependent on candidate
Instrument Classification	Dependant on background of successful applicant: If the individual has a background in Social Work: Each Social and Community Service Employees Enterprise Agreement 2017 - Level 5 If the individual has a background in Occupational Therapy: Allied Health Professionals Enterprise Agreement 2021-2022 - APH1 Grade 2 If the individual has a background in Psychology: HSUA4 – Victorian Community Health Sector Enterprise Agreement 2018-2021– Psychologist - Grade 2
Reports to	Services Manager
Effective Date	July 2025

Key Deliverables

- Provide day-to-day supervision, mentoring and support for students on clinical placement.
- Deliver professional support, clinical leadership, and direction for students, aligned with discipline standards.
- Design, develop and deliver clinical education and training programs that build student capability.
- Liaise with teaching institutions to coordinate placement activities and ensure a seamless student experience.
- Facilitate both direct and indirect clinical placements, ensuring high-quality supervision and learning outcomes.
- Participate in student placement recruitment and onboarding processes.
- Conduct student reviews, including mid- and end-of-placement assessments, in collaboration with teaching institutions.
- Contribute to credentialing and scope of practice assessments for students within Each's clinical governance framework.
- Perform audits of student placement activities and report outcomes as required.
- Engage actively with internal teams and external stakeholders to support service integration and learning outcomes.
- Maintain effective relationships with partner education providers and act as the key point of contact for placements.



Skills

- A youth-friendly, optimistic, and professional approach, with a passion for improving youth mental health.
- Strong clinical assessment and intervention skills in youth mental health across a range of presentations.
- Proven leadership and mentoring capabilities that promote collaborative learning and feedback.
- High-level interpersonal and communication skills; ability to work within a multi-disciplinary team.
- Strong time management and organisational skills, with the ability to prioritise competing demands.
- High levels of emotional intelligence, resilience, and persistence when supporting students.
- Strong IT literacy, with the ability to manage data, prepare reports, and access relevant information efficiently.

Experience and Knowledge

- Extensive experience in clinical education and the development of training resources targeting clinical skills.
- Proven track record in youth mental health and early intervention models.
- Experience delivering clinical supervision aligned with registration requirements or mental health endorsement pathways.
- Understanding of evidence-based practices in youth mental health and how to apply them in student learning.
- Demonstrated ability to support and evaluate student progression and learning outcomes.
- Knowledge of trauma-informed and developmentally appropriate care approaches.
- Experience working effectively with diverse populations, including Aboriginal and Torres Strait Islander, LGBTIQA+, CALD, and neurodiverse communities.

Qualification/Registrations/Licences

- Tertiary qualifications in Clinical Psychology, Occupational Therapy, Mental Health Nursing or Social Work.
- Current registration with AHPRA or relevant professional body.

Physical Requirements

- Ability to sit at a computer for extended periods (6–8 hours).
- Capacity to walk up stairs and move around office environments.
- Ability to travel between Each locations as required.
- Capable of lifting up to 3 kg (e.g. equipment or training materials).

**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.

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.