

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

Position	Mental Health Clinician
Service / Program	Youth Mental Health
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 5
Reports to	Services Manager
Effective Date	July 2025

Key Deliverables

- Provide high quality specialist counselling to older people residing in residential aged care facilities experiencing mental health difficulties.
- Provide high quality individual counselling.
- Provide client services that meet prescribed workload expectations and service targets which includes Individual one on one sessions and groups (12 individual sessions; up to 5 group sessions per week – full time equivalent)
- Work across sites to provide a flexible and responsive service to clients.
- Seek out opportunities to work in collaboration with other general and specialist support services to ensure coordinated client care.
- Participate in both clinical and line management supervision.
- Ensure data and documentation is completed in a timely manner.

Skills

- Computer literacy in Windows, Word, Email, and data-base applications • Well-developed interpersonal and negotiation skills.
- Ability to communicate effectively orally and in writing.
- Ability to work independently but also as a part of a team.

Experience and Knowledge

- Demonstrated expertise and understanding in working with mental health, the impacts of trauma, vulnerable people, and family conflict.
- Ability to utilise negotiation, conflict resolution and creative problem-solving techniques in service delivery.
- Demonstrated experience in providing individual counselling therapy.
- Knowledge of the services, and networks that are available in the Mid North Coast of NSW
- Understanding and experience in providing of therapeutic approaches such as ACT, mindfulness, brief therapy



Qualification/Registrations/Licences

- Bachelor's degree in a relevant 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.

**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.