

**POSITION DESCRIPTION - Clinical Practice Nurse****Part 1 – Expectations for Your Role**

Position	Clinical Practice Nurse
Service / Program	Mental Health and Alcohol and Other Drugs
Industrial Instrument	Nurses - Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028
Instrument Classification	CN4
Reports to	headspace Services Manager/Clinical Director
Effective Date	March 2025

Key Deliverables

- **Partnership with headspace staff:** Work in partnership with headspace Primary staff and headspace Early Psychosis staff.
- **Provision of Primary Health Care:** Ensure high standard quality provision of evidenced-based primary health care to young people.
- **Consolidate Clinical Services:** Consolidate sessional clinical services for young people offered from the GP Clinics at headspace.
- **Referral & Access Management:** Consolidate referral and access arrangements for GP's and other priority youth services such as mental health.
- **Provide Clinical Support:** Provide information, assessment & clinical support regarding a range of other issues such as AOD, and sexual health.
- **Mental Health Support:** Provide information, assessment & clinical support regarding Mental Health presentations, including HEADDs Assessment, mental state assessments, risk assessments, ongoing therapeutic support and care coordination (as required).
- **Clozapine Health Monitoring:** Oversee the safe and effective health monitoring of young people on clozapine in conjunction with the headspace Early Psychosis medical team.
- **Documentation & Service Tasks:** Ensure all relevant documentation and service activity tasks are completed in a timely manner.
- **Additional Clinical Tasks:** Undertake all additional clinical tasks as directed by the headspace Services Manager consistent with the scope of practice of the role.

Skills

- **Assessment & Therapeutic Counselling:** Highly developed skills with young people, particularly in single session and brief intervention approaches.
- **Information Management & Technology:** Experience using electronic client management systems.
- **Multitasking & Time Management:** Ability to multi-task, set priorities, and meet strict deadlines.
- **Health Promotion:** Demonstrated understanding of health promotion principles and practice.
- **Escalation of Concerns:** Ability to escalate concerns for the wellbeing of a young person to a multi-disciplinary team.
- **Health Education:** Experience in providing health education to young people.
- **Collaboration & Partnership:** Ability to work in partnership with local government, schools, and other health and community providers.

Experience and Knowledge



- **Health Screening & Risk Assessments:** Experience in health screening, intake, and risk assessments, covering physical health, sexual health, mental health, and AOD.
- **Mental Health & Family Support:** Experience working with young people presenting with mental health concerns, including family support and engagement.
- **Clinical Skills in Diverse Settings:** Significant experience working with diverse groups of young people across various health presentations (physical health, sexual health, mental health, and AOD use).
- **Multi-disciplinary Collaboration:** Demonstrated ability to work collaboratively with multi-disciplinary teams.
- **Diverse Populations:** Experience working with young people and families from diverse backgrounds, including CALD, Aboriginal and Torres Strait Islander peoples, LGBTIQ, young men, and young people at risk or experiencing homelessness.

Qualification/Registrations/Licences (*Mandatory only*)

- **Undergraduate Qualification:** Registered Nurse (RN).
- **Post-Graduate Qualifications:** In related fields such as adolescent health, sexual and reproductive health, and/or mental health (highly regarded).
- **AHPRA Registration:** Mandatory Registration as a Division 1 Nurse with AHPRA.
- **Driver's License:** Current valid state-based driver's license is required.

Physical Requirements

- **Office Environment:** Ability to sit/stand for extended periods.
- **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).
- **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.