

**POSITION DESCRIPTION – Social Worker EMHSS****Part 1 – Expectations for Your Role**

Position	Social Worker - EMHSS
Service / Program	Headspace Casey / Cardinia
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 4
Reports to	Senior Clinician/Coordinator
Effective Date	April 2025

Key Deliverables

- Be the primary clinician in the Enhancing Mental Health in Secondary Schools (EMHSS) program with headspace Casey Cardinia.
- Deliver both short-to-medium term length evidence-based interventions (including assessment, counselling and group work) to young people enrolled in local government secondary schools.
- Provide support to young people experiencing mild to moderate mental health challenges, while also having a range of mental health 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.
- When appropriate assist with intake & access call to the headspace Narre Warren centre.
- Provide support to young people onsite at headspace Narre Warren & headspace Pakenham centres, offsite at local government secondary schools and in the community and through telehealth.
- Engage families and carers in treatment planning and support where appropriate.
- In collaboration with Senior Clinician/Coordinator establish young person's needs (through discussion of the presenting issues/s) at referral and determine the client's suitability for EMHSS and other headspace services.
- In collaboration with Senior Clinician/Coordinator assist navigation of referral pathways, where determined not suited for EMHSS and other headspace services, including escalation to tertiary programs.
- Undertake comprehensive biopsychosocial assessments utilising the HEADSS assessment tool, Mental State Examination and risk assessments.
- Actively participate in regular supervision processes.
- 100% completion of minimum data sets (hAPI surveys) as per funding guidelines.
- Establish and maintain key stakeholder relationships (including school contacts i.e. school coordinators, principals, wellbeing staff, other agencies).
- Work within the Each and headspace Clinical Governance framework including relevant policies and procedures of headspace Casey Cardinia.



- Maintain appropriate clinical notes; formulate assessment, care and risk management plans and maintain data requirements using the designated Client Management System, within compliance timeframes.
- Actively participate and present case formulation at clinical review meetings and supervision.
- Other duties consistent with the position where required and/or requested by management from time to time.

Skills

- Highly developed conceptual, organisational and analytical skills.
- Well-developed interpersonal skills.
- Excellent written and verbal communication.
- An ability to use (or learn) technological applications such as Episoft, Medical Director and Microsoft Office.

Experience and Knowledge

- Experience and passion for working with adolescents and young adults with varied mental health presentations and needs, including anxiety and depression.
- Demonstrated experience in working with young people and understanding of adolescent development for example well developed counselling, mediation and assessment skills.
- Demonstrated experience in working with families to support young people.
- Experience working with young people and families from diverse backgrounds and Indigenous communities.
- Experience and knowledge of various evidence-based treatment modalities and implementation of group work activities (e.g. self-esteem, anxiety management etc.).
- Previous experience in a similar role.
- An understanding of the not-for-profit sector is desirable.

Qualification/registrations/licences

- Holds a minimum Tertiary Qualification in Social Work
- Registered with AASW
- 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 for recruitment and onboarding activities.



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.