



Position:	Clinical Educator - headspace
Directorate / Service / Program:	Headspace
Industrial Instrument Name:	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
Instrument Classification:	As above
Reports to:	Services Manager
Effective Date:	October 2024

Position summary

This position has responsibility to support and oversee the clinical and education requirements of students on placement with EACH and Headspace Port Macquarie.

Key deliverables include daily supervision and student support, liaison with respective teaching facilities and students to ensure a seamless pathway for both direct and indirect clinical placements, plus providing design, development and delivery of training and education.

This new position focuses on growing the capacity of the headspace workforce to improve outcomes for young people by supporting the development and expansion of the Youth Mental Health workforce.

About headspace

The objectives of headspace are to improve access for young people to mental health and related services, and to ensure better coordination between such services, by:

- providing holistic services through headspace sites; increasing the community's capacity to identify young people with mental ill-health and related problems as early as possible;
- encouraging help-seeking by young people and their carers;
- providing evidence-based, high-quality services delivered by well-trained professionals; and
- providing a mechanism for service coordination and integration within communities and at a federal and state/territory government level.



About our NSW team

- headspace Port Macquarie (youth mental health)
- Lighthouse (outreach youth mental health service)
- Reconnect (youth homelessness service)
- Clinical Psychological Solutions (CPS Taree)
- Short Term Restorative Care for Older Adults
- Home Care Packages for Older Adults
- Social Activity Groups for Older Adults
- Each One Matters (Psychological Supports into Residential Aged Care Facilities)
- Gamblers Help Online Project

Key Deliverables

- Provide clinical leadership, supervision, professional support and clinical direction for the students on placement
- Oversee clinical supervision and undertake any teaching requirement necessary to support students on placement
- Supporting in the design, development and delivery of training and education
- Working collaboratively within the headspace service & key stakeholders
- Providing clinical supervision to enable students and graduates to complete their discipline's endorsement or mental health accreditation pathways
- Actively participate in the organisation's clinical governance framework including assisting with assessing credentials and scope of practice of students on placement
- Undertake audits on student placement activities and report on these outcomes as required
- Assist with the recruitment process of student placements
- Undertake performance reviews and mid, end of placement reviews with the students on placement and respective teaching facility
- Maintain a professional approach and promote good interpersonal relationships within and outside the organisation focusing mainly on respective Teaching Facilities
- Provide day to day mentoring

Qualifications and skills

- A youth-friendly, optimistic, and professional approach to work and a passion and commitment to achieving positive change in Youth Mental Health.
- An advanced level of skill in youth mental health clinical practice, including assessment, case formulation and intervention across a range of diagnostic categories, demonstrated experience at a senior clinician/clinical coordinator or extensive clinical experience within an autonomous role.
- High level leadership skills that foster collaborative learning and can provide skilful feedback
- Highly developed communication skills, including an ability to work effectively as part of a broader multi-disciplinary team
- Demonstrated problem-solving skills, and the ability to work autonomously.
- Strong organisational, prioritisation and time management skills
- Emotional intelligence, personal resilience, and tenacity
- Sound information technology skills, including the ability to compile, review and analyse data, source information



Experience and Knowledge

- Significant experience in the design, development and delivery of training and resource packages including those that target clinical skill development
- A robust knowledge of the rationale, current evidence base and treatments for early intervention in youth mental health
- Demonstrated ability to develop, implement and evaluate knowledge transfer and training activities for the youth mental health workforce.

Mandatory Qualification/s, Competencies and/or Licences

- Tertiary qualifications in clinical psychology, occupational therapy or social work.
- Current registration with the Australian Health Practitioner Regulation Agency or equivalent registering authority.
- 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

Physical Requirements:

- able to sit at a computer for 6 – 8 hours per day
- Walk up stairs
- ability to travel between EACH locations
- Lift 3 kgs etc.



POSITION DESCRIPTION	
Part 1 – Expectations	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>



Expectation of Employees

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.

Employee Responsibilities

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.