

**POSITION DESCRIPTION – Aboriginal Health Worker****Part 1 – Expectations for Your Role**

Position	Aboriginal Health Worker
Service / Program	Youth Mental Health
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 4
Reports to	Senior Clinical Coordinator
Effective Date	December 2025

Key Deliverables

- Collaboratively work with Aboriginal and Torres Strait islander young people who are experiencing mental health challenges, using a therapeutic, culturally sensitive and responsive recovery framework
- Collaborate with Aboriginal community and services to identify wellbeing goals for young people
- Provide Intake, Assessment and Referral for clients
- Maintain an active caseload providing psychosocial support to clients
- Actively monitor young people including follow up if non-attendance to scheduled appointments and provide additional follow up to as required to meet goal plan objectives
- Attend and participate in team meetings, clinical review meetings and professional development
- Actively attend and participate in regular supervision
- Complete all organisational accountability and reporting requirements in an accurate and timely manner
- Collect, collate, and maintain client notes on consumer contacts in EACH's Client Management System

Skills

- Demonstrated skills and abilities in working with Aboriginal young people and communities in a culturally sensitive way
- Demonstrated ability to integrate any relevant knowledge that enhances the objectives of Aboriginal and Torres Strait Islander health
- Skills and ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers
- The ability to identify gaps in service provision and address the needs in a proactive and collaborative way
- The ability to participate and contribute to team discussions, values diversity in teams and supports colleagues



Experience and Knowledge

- **Identifies as an Aboriginal and/ or Torres Strait Islander person**
- Demonstrated knowledge and understanding of barriers and influences that affect Aboriginal Communities health and wellbeing
- Demonstrated knowledge and understanding of Aboriginal cultural, spiritual and social ways of life
- Experience in working with Aboriginal and Torres Strait Islander Communities in a culturally Safe and inclusive way
- Demonstrated experience and understanding in the procedures of risk assessment and safety planning, collaborating with internal and external clinical staff to address the safety needs, and the documentation requirements

Qualification/Registrations/Licences

- Minimum certificate IV in youth work, mental health, alcohol and other drugs, or a related field
- Diploma level or above in the human services related field (highly regarded)
- Current state-based driver's license

Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Data Entry:** Handle administrative tasks.
- **Office Mobility:** Move around the office and attend meetings.
- **Light Lifting:** Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each locations.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.



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. These considerations extend to all of our customers inclusive of priority populations.

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 Compliance

- 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
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (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.
- 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.