

**POSITION DESCRIPTION – Intake & Brief Intervention Clinician****Part 1 – Expectations for Your Role**

Position	Intake & Brief Intervention Clinician
Service / Program	headspace
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 4
Reports to	Team Leader
Effective Date	June 2025

Key Deliverables

- **Create a welcoming, inclusive, and safe environment** for young people, their families, and friends.
- **Uphold the mission, vision, and values** of headspace and the Youth Mental Health Foundation as outlined by headspace National.
- Work collaboratively within a **multi-disciplinary team** of GPs, psychologists, nurses, and other allied health professionals.
- **Deliver evidence-informed practices**, including Brief Intervention and Single Session Therapy, in a **culturally safe and family-inclusive framework**.
- **Conduct comprehensive intake assessments**, mental state examinations, and risk assessments.
- **Present assessments** at intake meetings, clinical reviews, and consultations with psychiatrists and registrars.
- **Formulate referral and recovery plans** tailored to each young person's presenting concerns, age, developmental stage, and needs.
- **Advocate for young people**, liaising with schools, employers, and other professionals, while **involving young people and families in decision-making regarding care pathways and treatment options**.
- **Manage a case load** of young people through the intake process, from assessment to referral to another service, as well as managing a caseload of Intake and Brief Intervention clients and families.
- **Actively monitor young people**, providing follow up if non-attendance to scheduled appointments or to provide follow up to support implementation of care plan goals and objectives.
- **Develop and facilitate therapeutic groups**, as required by service needs.
- **Support the Community Engagement Coordinator** by participating in school, agency, and community presentations, workshops, festivals, and other events.
- **Attend regular supervision** with the headspace Lilydale Team Leader.
- **Complete and maintain clinical records**, including headspace's minimum data set (hapi), in a timely and accurate manner.
- **Participate in team meetings, training, and professional development** activities.
- **Ensure compliance** with OHS, privacy/confidentiality laws, and **Each's information management requirements**.
- **Adhere to the policies and procedures of Each and headspace Knox/Lilydale**.
- Contribute to **continuous quality improvement** and support the Clinical Manager in maintaining accreditation standards.



Skills

- **Positive, respectful approach** to working with young people and families.
- **Highly developed interpersonal and communication skills**, both verbal and written.
- **Strong organisational and time management abilities**.
- **Proficiency with computer systems**.
- **Ability to work independently**, as well as **collaboratively** in a team environment.
- **Flexibility to work evenings and weekends**, as required.

Experience and Knowledge

- **Demonstrated experience** conducting intake and risk assessments with young people.
- Knowledge of **adolescent developmental stages**.
- Experience using **evidence-informed practices**, including Brief Intervention and Single Session Therapy.
- Proven ability to work collaboratively with **young people and families**, ensuring their involvement in care planning.
- Experience **developing and facilitating group programs**.
- Experience assessing young people in accordance with **Gillick Principle (Mature Minor)**.

Qualification/Registrations/Licences

- **Tertiary qualification** in social sciences (e.g. counselling, psychology, social work, occupational therapy or related field).
- **Registration with a relevant governing body is preferred**, but not mandatory.

Physical Requirements

- **Sit at a desk and use a computer** for extended periods throughout the workday.
- **Travel between service locations and community events** as required.
- **Engage in community presentations and workshops**, including standing for moderate periods.
- **Carry lightweight resources or materials**, such as brochures, laptops, or resources for group sessions.
- Maintain **emotional resilience and focus**, in youth mental health settings.



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.