

**POSITION DESCRIPTION – Family Clinician****Part 1 – Expectations for Your Role**

<b>Position</b>	Family Clinician
<b>Service / Program</b>	Headspace Knox & Lilydale
<b>Industrial Instrument</b>	Dependent on candidate
<b>Instrument Classification</b>	Dependent on candidate
<b>Reports to</b>	Clinical Lead
<b>Effective Date</b>	July 2025

## Key Deliverables

- Provide counselling to family members and carers
- Provide evidence based, high quality and flexible specialist counselling support via in-person and online services
- Assist in assessment, formulation, treatment and evaluation processes.
- Develop and manage client safety plans where appropriate
- Provide single sessions
- Collect developmental history information
- Work in collaboration with other service providers, internal and external
- Actively contribute and participate as part of an integrated services team member
- Accurately maintain client data, records and reporting processes
- Promote a positive team culture

## Skills

- Excellent time management and organisational skills
- Behaves and presents in a professional manner at all times for work
- Well-developed group facilitation and program planning skills
- Effective communication skills both written and interpersonal, with the ability to establish partnerships with a range of service providers and organisations
- Computer literate and proficient with the use of MS Office Suite, including client management programs
- Effective organisation skills, including preparing reports and maintaining resource material
- Ability to actively and assertively engage people from a variety of backgrounds
- Ability to function in a multi-disciplinary team and to establish effective relationships with staff

## Experience and Knowledge

- Demonstrated experience in intake and assessments with young people and families.
- Demonstrated experience in engaging with and providing support and counselling to parents, caregivers and families
- Demonstrated knowledge and experience of brief intervention and single session therapy
- Demonstrated ability to develop and facilitate group programs



- Previous experience working in the community mental health sector
- Knowledge and understanding of relevant legislation, policies and issues informing health services

### Qualification/Registrations/Licences

- Tertiary qualification in mental health, AOD, social sciences, psychology, social work, youth work, occupational therapy or a related field
- Working with Children Check
- Drivers Licence

### Desired Qualification/s

- Qualification in Family Therapy

### 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 to Each and headspace locations



## 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.