

**POSITION DESCRIPTION – Senior Access Clinician****Part 1 – Expectations for Your Role**

Position	Senior Access Clinician
Service / Program	Headspace Eastern Shore
Industrial Instrument	Dependent on candidate
Instrument Classification	Dependant on candidate
Reports to	Services Manager
Effective Date	September 2026

Key Deliverables

- Facilitate service access pathways for young people and families at headspace Eastern Shore.
- Ensure effective integration of the sites into the service centralised intake system and contribute into the service intake system with client triage, assessment and appropriate referral for young people and their families.
- Conduct assessments and evidence-based interventions (e.g. single session therapy, family and group support).
- Provide short term interventions for young people, their families and carers, with priority to young people who experience barriers attending the headspace centre.
- Support a case load of young people and families that require an experienced Senior Mental Health Clinician.
- Assess client needs and suitability for headspace services, ensuring timely access and adherence to KPIs as stated by Primary Health Tasmania.
- Support the formulation of treatment plans to assist with co-ordinating referrals of young people to our headspace services program including the Early Psychosis Program or to other relevant youth services in the Southern Tas region to ensure a coordination of care for the individual's needs.
- Active involvement in clinical case review meetings, supervision and intake meetings where possible. This includes presenting clients for multidisciplinary team discussion where appropriate.
- Provide leadership, advice, and decision-making on ethical issues, which are specific to working with young people (particularly regarding issues of consent, confidentiality, mandatory notifications, legal and mandatory reporting of abuse, and managing risk).
- Uphold the highest standards of professional accountability and practice for the service.
- Engage stakeholders to enhance referral pathways, service access, and integrated care initiatives.
- Contribute to ongoing service development and any additional duties within scope as directed by the Services Manager or the Clinical Lead.

Skills

- Proven ability/high or level of interpersonal skills to effectively liaise, consult, negotiate, communicate and collaborate with clients, their families and other agencies and service providers.



- Information management and technology skills including experience in the use of electronic client/customer management systems.
- Ability to multi-task, set priorities and meet strict deadlines.

Experience & Knowledge

- Experienced in providing a range of mental health assessments, psychoeducation and short-term interventions to young people experiencing mental health difficulties.
- Knowledge and understanding of relevant legislation, policies and issues informing health services for young people and families.
- A thorough understanding of Child and Youth Mental Health.
- Adhere to Personal Information and Protection Act, 2004, well as other laws that regulate the handling of personal information.
- Demonstrated experience in intake and risk assessments with young people.
- Demonstrated knowledge and experience of single session therapy.
- Demonstrated clinical skills in working with young people and their families/carers with mental health issues in an early intervention framework.
- Experience working with young people and families from diverse backgrounds including the headspace National key priority groups including CALD, Indigenous, LGBTIQA, young men, & young people at risk or experiencing homelessness.
- Demonstrated dual diagnosis capability and service experience
- Demonstrated ability to engage clients via an online counselling platform.
- Thorough understanding of the mental health and broader service system.

Qualification/Registrations/Licences

- Minimum Tertiary Qualification in Nursing, Psychology, Occupational Therapy or Social Work
- AHPRA registered or eligible for membership with AASW.
- Current Driver's License.

Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Office Mobility:** Move around the office and walk up stairs.
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel into the local community from the centre.

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.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected, valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.



All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

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

- 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
- 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 & Each's Child Safe Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.(VIC Only)
- 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.