

**POSITION DESCRIPTION – Mental Health Clinician****Part 1 – Expectations for Your Role**

Position	Mental Health Clinician
Service / Program	headspace Casey Cardinia
Industrial Instrument	The EACH Health Professionals Enterprise Agreement
Instrument Classification	TBC (dependant on qualification/s)
Reports to	School Services Team Leader
Effective Date	August 2025

Key Deliverables

- Establish potential client's needs (through discussion of the presenting issue/s) and determine the client's suitability for services.
- Support students with successful engagement and participation in the classroom and other school-based activities, by understanding their physical, cognitive, psychosocial, and sensory needs through relevant assessment and intervention.
- Assist with class implementation plans for teachers to respond appropriately to student difficulties
- Support students by minimizing barriers to participation in the school environment and assist with relevant referrals to external services where required.
- Modify classroom-based activities and environments for students as required.
- Work across wellbeing and inclusion teams in the school and provide opportunities for upskilling and training for school staff on common school related issues related to neurodiversity (ASD, ADHD, hygiene, sensory issues).
- Provide MSE, risk and discipline specific assessments.
- Undertake psychosocial assessments with young people utilizing the HEADSS assessment tool.
- Delivering evidence-informed short-term psychosocial interventions to young people and their families where appropriate, as defined by the needs determined by assessment.
- Provision of mental health related information i.e. psycho education regarding the nature of mental health and drug and alcohol problems, information services available and how to access these.
- Provide counselling to students presenting with low to moderate mental health challenges.
- Engage young people in early help seeking and provide seamless and coordinated treatment pathways including accessing headspace centers Narre Warren & Pakenham, and other community services.
- Maintain appropriate clinical notes; formulate assessment, care and risk management plans and maintain data requirements using the designated Client Management System/s.
- Provide support for young people and their families to access a range of services they require.
- Provision of evidence-based group programs for students at the school.
- Participation in community awareness and engagement activities as required.
- Plan and participate in training and secondary consultation with school staff as required.
- Attend regular line supervision with headspace Casey Cardinia School Services Team Leader and attend regular clinical review meetings.
- Other duties as negotiated with headspace Casey Cardinia senior staff.



Skills

- Highly developed interpersonal, verbal and written communication skills.
- Highly developed problem solving and negotiation skills especially with young people in the early stages of help seeking.
- Highly developed knowledge of the common mental health, and social problems faced by young people and the indicated evidence-based treatment options.
- Highly developed knowledge in neurodiversity and confidence in the delivery of upskilling and training on social skills training and neurodiverse (ASD, ADHD, sensory issues) needs to school staff
- Ability to work with parents, carers and the family system where there is a higher complexity of care required.
- Ability to work autonomously and also as part of a team.
- High level of computer literacy utilising MS Office applications (Word, Excel and Outlook) and the ability to work from electronic medical records and the headspace Minimum Data Set.
- Ability to maintain positive stakeholder relationships and work collaboratively with a range of stakeholders i.e. young people, local community, government agencies, private practitioners etc.
- Exceptional organisational and time management skills.
- Ability to work within a multidisciplinary team working towards shared goals.
- Ability to work with high levels of professionalism and model Each and headspace core values.

Experience and Knowledge

- Experience in working within a Secondary School context.
- Demonstrated experience in discipline assessment, MSE, and risk assessments with young people.
- Demonstrated knowledge and experience of effective evidenced based treatment for young people.
- Demonstrated knowledge and experience of family inclusive practice.
- Demonstrated clinical skills in working with young people and their families/carers with mental health issues in an early intervention framework.
- Demonstrated knowledge and experience working with neurodiverse young people.
- Thorough understanding of the mental health and broader service system.
- Demonstrated ability to deliver system consultation and educational sessions.
- Experience in working with educational services.

Qualification/Registrations/Licences (Mandatory)

- Approved tertiary qualifications in Psychology or Occupational Therapy only.
- AHPRA registered or eligible for membership with the association in your field.
- 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.
- Current state-based driver's license.

Physical Requirements

- Ability to sit at a computer for 6 – 8 hours per day
- Walk up stairs
- Ability to travel between Each locations
- Lift up to 10 kgs.



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.