



Employee Position Description

Position Details				
Position Title: Child & Youth Mental Health Clinician		Department: Mental Health		Agreement: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022 Or Psychologists, Dietitians, Audiologists and Pharmacists (Victorian Stand-Alone Community Health Services) Enterprise Agreement 2023-2026
Reports To: Team Leader Mental Health		Location: Based at the AccessHC clinic in Doncaster. May be required to work across other AccessHC sites.		
Direct Reports: Nil		Employment Status: 14-month fixed term contract (Parental Leave Cover) - Part-time 0.6 EFT September 2025-November 2026		Classification: Social and Community Service Employee Level 5, pay point dependant on experience Psychologist Grade 2, year depending on experience
Position Primary Purpose				
The Child & Youth Mental Health Clinician will deliver individual therapeutic interventions to clients in the Mental Health Stepped Care program (Steps). The Child & Youth Mental Health Clinician will work as part of the multidisciplinary Steps team to assess and deliver evidence-based treatment to clients between the ages of 5-16 and their parents/carers. This includes undertaking mental health assessments, developing goals and treatment plans, providing therapeutic interventions, and working with parents/carers/family members and other professionals in a shared care approach. Services are predominantly delivered face to face, but telehealth is available at client request if clinically appropriate. AccessHC services are trauma-informed, welcome complexity, and focus on promoting themes of Welcome, Hope, and Empathy.				
Decision Making Authority		Key Relationships		
Decisions made independent of Manager <ul style="list-style-type: none">As per delegation of authority		Internal <ul style="list-style-type: none">Team Leader Mental HealthManager Mental HealthSenior Clinicians Mental Health		External <ul style="list-style-type: none">Clients and parents/familyGP, community health, mental health and AOD servicesAboriginal health services
This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.				
Version No: 3	Last Updated: 4/07/2025	Author: E TYERS	Approved By: S CHICK	Page 1 of 5

	<ul style="list-style-type: none"> • Mental Health & AOD Intake Team • Mental health, AOD and headspace Hawthorn teams • Child and Family team • GP and medical practice 	<ul style="list-style-type: none"> • Tertiary mental health services • Steps consortium partners
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Key Accountabilities				
Focus Areas		Responsibilities		
Direct Service Delivery		<ul style="list-style-type: none">• Undertake biopsychosocial assessment of children and young people which includes mental health, family, physical health and developmental domains• Use the clinical staging model in assessment and development of treatment plans• Work collaboratively with children and young people, family/carers and other health professionals to develop and implement Collaborative Care Plans• Undertake initial and ongoing risk assessments of child and young people, and develop risk management plans• Provide evidence-based therapeutic interventions and support to children, young people and parents under the Stepped Care program• Conduct a clinical review with all consumers at least every three months• Liaise with referrers and GPs in relation to reviewing client progress and ensure all consumers have a regular clinical review• Work from a systemic and family-inclusive approach, which includes providing support and psychoeducation to parents of children and young people• Provide services in both face-to-face and telehealth modalities• Participate in shared care with internal and external services, including attendance at care team meetings, case coordination and clinical reviews• Work within the scope of practice defined for the role and as agreed with line manager• Welcome clients presenting with complex needs• Escalate issues of concern to line manager as required, such as risk and OH&S issues		
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Version No: 3	Last Updated: 4/07/2025	Author: E TYERS	Approved By: S CHICK	Page 2 of 5

Key Accountabilities	
Focus Areas	Responsibilities
Operational Requirements	<ul style="list-style-type: none"> Record clinical notes, client contacts and outcome measures in electronic databases and reporting systems as required and in a timely manner Adhere to program-specific data entry requirements e.g. demographic details and completion of K10s Meet required program KPIs Manage own caseload and calendar/appointments Participate in regular staff meetings, operational (line management) supervision and professional development
Partnerships and Networking	<ul style="list-style-type: none"> Actively participate and work cooperatively within the multidisciplinary team, collaborative partner organisations and with other key stakeholders Develop and maintain appropriate networks and resources to enable the referral of consumers to broader community services Participate in the 'community of practice' with other clinicians within the same professional discipline at AccessHC Represent the service as required in a professional and ethical manner
Quality, Safety, Reporting and Clinical Governance	<ul style="list-style-type: none"> Participate in regular clinical supervision, which includes self-reflection, self-care, risk management and identification of needs Participate in quality and service improvement activities to continually improve client care Inform the senior clinician or manager when duty of care or risk issues arise Seek support and debriefing as required and follow up challenging or concerning issues with senior staff member or manager Ensure all legislative requirements (including those relating to mandatory reporting) are followed, and all clinical and OH&S incidents/hazards are accurately and promptly reported in the VHIMS Central database Ensure all procedures and policies are followed to support safe and effective service delivery (including occupational health and safety standards) and participate in quality improvement where required Maintain a professional code of conduct (including the Child Safety Code of Conduct) and participate in ongoing professional development in accordance with annual work plans
AccessHC Values	<p>Through actions and behaviour, demonstrate AccessHC Values of:</p> <ul style="list-style-type: none"> Equity – <i>We believe everyone is entitled to good health</i> Collaboration – <i>We work together to achieve our goals</i>

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Version No: 3	Last Updated: 4/07/2025	Author: E TYERS	Approved By: S CHICK	Page 3 of 5
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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> ○ Respect – <i>We work with courtesy and include others</i> ○ Innovation – <i>We drive innovation for better care</i> ○ Quality – <i>We strive to be the best at what we do</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service. • Ability to make a contribution towards effective risk management. • Take personal responsibility for the quality and safety of work undertaken.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. • Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct.

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Selection Criteria	
<p>Mandatory selection criteria</p> <ul style="list-style-type: none"> • Police Check • International Police Check (If worked overseas in the past 10 years) • Working With Children Check <p>Key selection criteria</p> <ul style="list-style-type: none"> • Tertiary qualifications in social work or psychology • Current registration with AASW as a Mental Health Social Worker or current registration with AHPRA as a Psychologist • Demonstrated experience in mental health assessment, formulation and therapeutic interventions • Experience working with children and/or young people (experience working with children under 10 is highly desirable) • Experienced in a range of evidence-based therapies, such as CBT, ACT, mindfulness, family therapy, play therapy or solution-focused therapy • Demonstrated experience and training in clinical risk assessments and implementing risk management plans with clients 	<p>Attributes we value</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Excellent organisation, time management and problem-solving skills • The ability to work respectfully and creatively with a culturally and linguistically diverse client population, including Indigenous Australians, LGBTIQ community and people from culturally and linguistically diverse backgrounds • Ability to work independently and as part of a multi-disciplinary team • Ability to organise workload, set priorities and meet performance targets and deadlines • Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint) • Willingness to expand your current skillset to meet the needs of the service
<p><i>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices.</i></p>	
Authorisations	
<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Staff Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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