



Make a difference by joining one of Australia's most innovative youth services.

Senior Clinician

The primary purpose of the Senior Clinician is to manage the clinical services that are delivered at headspace and drive their ongoing development. The successful candidate will manage the early intervention youth mental health services delivered based upon a [clinical staging model](#) of mental health. They will promote the delivery of high quality services and provide support and guidance to staff. The Senior Clinician leads clinical and case review meetings, risk management, the management of referrals and the allocation of young people, and carries a caseload.

For more information, access the **Position Description** and material on **How to Apply** at headspace.org.au/swanhill or www.shdh.org.au.

This is a **full time, ongoing** position.

Salary: \$94,478 – 123,905 per annum (salary range for relevant classifications, salary dependent on qualifications and experience).

Any enquiries? Contact Hayley Neuschafer, headspace Swan Hill Manager on hneuschafer@shdh.org.au or 03 4010 7102.

Applications close: 30 May 2025

Swan Hill District Health is the Lead Agency for headspace Swan Hill.

headspace National Youth Mental Health Foundation is funded by the Australian Government Department of Health through Murray PHN.



**Swan Hill
District Health**
my hospital



Position Description

Senior Clinician

Location	headspace Swan Hill
Classification	<i>Salary in accordance with the appropriate Enterprise Bargaining Agreement.</i> <u>Allied Health Professionals (Victorian, Public Sector) 2021-2026</u> <u>Medical Scientists, Pharmacists and Psychologists (Victorian Public Sector) 2021-2025</u> <u>The Nurses and Midwives (Victorian Public Sector) 2020-2024</u>
Salary	\$94,478 – \$123,905 per annum
Hours	Full time, 40 hours per week (1.0 FTE) with Accrued Day Off (ADO) every four weeks Work hours are: Monday-Thursday 09:30-18:00 & Friday 08:30-17:00
Term	Ongoing (tied to national funding)
Direct Employer	Swan Hill District Health

POSITION SUMMARY

The Senior Clinician is a key leadership position within the headspace Swan Hill team and provides oversight to the coordination and delivery of clinical services. The Senior Clinician is available onsite during service hours and is primarily responsible for providing clinical leadership and direction to the centre team, ensuring the day-to-day clinical work is carried out to effectively meet the needs of young people.

The Senior Clinician will contribute to the development and implementation of evidence-based and innovative clinical services and will promote the delivery of high-quality mental health services to young people and their family. The Senior Clinician will provide clinical support and guidance to clinical staff and to ensure staff are provided with adequate supervision. The Senior Clinician will promote and support the inclusion of family in the clinical care of young people. The incumbent will also be keenly engaged in clinical and caseload reviews and will actively manage referrals, demand, and wait time for clinical services. Where required or during high demand the Senior Clinician will carry a caseload.

The Senior Clinician will be adept in leading a multidisciplinary team and an experience and innovative professional with considerable knowledge and experience in mental health service delivery. The Senior Clinician will work collaboratively with all clinicians to ensure developmentally, and culturally appropriate care is provided to all young people at the headspace Service and will report to the Centre Manager. The incumbent will have a strong knowledge of the key factors of social and emotional wellbeing for First Nations young people and communities, with an

understanding of how these factors inform the individual and collective healing journey and the provision of appropriate care in a headspace context.

This position will also form and maintain working relationships with key agencies in the community to establish integrated care pathways for young people.

To find out more about headspace and **Swan Hill District Health** visit headspace-centres/swan-hill, headspace.org.au and www.shdh.org.au.

KEY RESPONSIBILITIES

Leadership and Management

- Provide clinical leadership, consultation, and expertise to headspace clinicians, in kind staff and graduates/students in the delivery of specialist mental health care to young people and their family.
- Monitor and lead the ongoing delivery and improvement of a high standard of evidence-based care to clients (ACT, CBT, Single Session Thinking, Single Session Family Consultation, CAT, Narrative Therapy, Motivational Interviewing, psycho-education, group evidence-based interventions, and SEWB), including appropriate clinical services across the mental health spectrum.
- Develop and review clinical governance framework documents and processes.
- Chair weekly Allocation Meetings and undertake regular case reviews with headspace and collocated staff.
- Lead multi-disciplinary clinical review meetings, ensuring they occur regularly, and that clinical documentation is completed appropriately.
- Manage clinical resources and rosters in a flexible and efficient manner to ensure clinical coverage, effectively manage service demand, client case load mix to ensure timely and responsive service delivery.
- Ensure timely access to care for priority populations and vulnerable young people.
- Be the point of clinical escalation in the centre and delegate where required always ensuring a clear point of clinical accountability.
- Ensure appropriate reporting in accordance with quality and risk policies and procedures.
- Demonstrate and maintain personal competency in the performance of high quality clinical and technical skills through involvement in direct service delivery.
- Contribute to the vision, strategic planning, and relevant policy development for the headspace service and actively participate as a member of the management team.
- Ensure the collection of all relevant data in order to measure deliverables, key performance indicators and continuously improve and evaluate the delivery of services at the headspace service (hAPI).
- Ensure accurate, timely documentation of medical records including consent and sharing of information in accordance with legislation- policies and procedures.
- Ensure clinical staff are appropriately oriented and provided with adequate supervision (peer, operational and clinical), training, performance monitoring and feedback, and professional development. This may also involve the clinical supervision of allied health students where applicable.

- Liaise and work closely with Consortium members, partner organisations external providers, to ensure service integration providing seamless referral pathways and delivers person centred care and establish referral pathways for young people and families in accordance with headspace Model Integrity Framework (hMIF).
- Support and work closely with the Community Awareness Officer in the development and delivery of community and health promotion activities as required.

Quality and Safety

- Ensure compliance with relevant quality and safety professional and healthcare standards.
- Contribute to clinical quality audits and continuous quality improvement activities.
- Identify clinical risk issues and areas for improved clinical governance in accordance with hMIF.

General

- Build and maintain effective relationships with key stakeholders (internal and external) involved in the provision of health, mental health and psychosocial services to young people and their family.
- Assist in the identification of staff training needs and participate in relevant training and development activities as an effective team member.
- Support management team with the completion and submission of reporting in relation to the commissioning contract/s.
- Other duties consistent with the position where required or as requested by the headspace Swan Hill Manager from time to time.

RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent headspace and **Swan Hill District Health** to the public, community, government, and other organisations.

Reports To	headspace Swan Hill Manager
Direct Reports	headspace and colocated staff
Indirect Reports	None
Internal Relationships	headspace service staff headspace service colocated staff Swan Hill District Health staff Youth advisers/reference group members
External Relationships	headspace National staff Staff from other headspace services Consortium partner organisations and staff Local youth, health, and community service providers and staff Government departments, ministers, and staff Young people and their family and friends that access the service Other external partners, vendors, providers, and key stakeholders

SELECTION CRITERIA

Successful applications will complete and provide *all* of the following:

1. a cover letter,
2. résumé,
3. responses to each bullet point under *Qualifications and Registrations*, *Personal Qualities*, *Key Selection Criteria*, and *Desirable Experience* (if able).

Qualifications and Registrations

Essential

- Psychologists who have full and current registration to practice with AHPRA and eligible and working towards membership of their relevant peak professional body (APS).
- Social Workers holding an approved Social Work Qualification (Bachelor/ Master of Social Work) and who have both the following:
 - completed additional mental health specific training or endorsement in mental health
 - eligibility, or are working towards membership with their Professional Body: Australian Association of Social Workers (AASW).
- Occupational therapists who have full and current professional registration to practice with AHPRA, and who have completed additional mental health specific training or have endorsement in mental health.
- Division 1 Mental Health Nurses, who have completed additional training or who have relevant experience within mental Health e.g., with post graduate qualifications in mental health nursing.

Desirable

- Post graduate qualifications in an area related to youth mental health.
- AHPRA approval to provide supervision to clinical placement students

Experience

Essential

- Demonstrated experience in the leadership of multidisciplinary teams, including operational and clinical supervision, the facilitation of clinical review and performance management processes.
- Advanced skills in the provision of holistic mental health care in a range of service settings.
- Demonstrated experience in working with families, and the ability to support a team to work effectively with the family of young people.
- A solid understanding of mental health/social and emotional wellbeing (SEWB) care for First Nations young people.
- Demonstrated experience of embedding strong governance, quality, safety, and continuous improvement in all aspects of service delivery at the centre.
- Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders.

Desirable

- Experience in the not for profit/non-government sector.
- Experience in youth mental health services.
- Demonstrated experience in primary health care clinical services.

Knowledge and skills

Essential

- Excellent organisational and time management skills, including the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.
- Highly developed verbal and written communication skills.
- Exceptional interpersonal skills with the ability to work with a diverse range of people.
- Advanced computer skills including word processing, spreadsheets, electronic recording systems and database applications.

Desirable

- A broad understanding of the mental health service system in the state, and knowledge of relevant legislation.
- A broad understanding of the primary care health system in Australia.
- A broad understanding of the challenges and experiences of young people in Australia, including specific community factors.
- Hold a valid First Aid certificate.

Personal attributes

- Ability to relate and work effectively with young people and their family.
- High levels of professionalism, confidentiality and discretion.
- Positive and collaborative team player.
- Adaptability and flexibility to changing work environments and requirements.

WORKPLACE POLICIES AND PRACTICES

All headspace employees are required to familiarise themselves with the organisations policies and procedures and to abide by them at all times.

It is expected that at all times employees will:

- Be respectful towards the organisation, colleagues, clients, and the general public.
- Support the headspace vision and objective and demonstrate the values of headspace.
- Take reasonable care of their own health and safety, and that of others in the workplace.

The position holder must also:

- Maintain a current Working with Children Check. **
- Undergo a current and satisfactory National Police Check. **
- Maintain a current driver's license. **
- Maintain eligibility to work in Australia. **
- Participate in a 6-month probationary period.
- Participate in annual individual performance reviews and professional development planning.
- Have some flexibility to travel, and to work after hours (including weekends and evenings).

** Evidence must be provided prior to appointment.

Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji, and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.

All **Swan Hill District Health** employees are required to familiarise themselves with the organisation's policies and procedures and to abide by them at all times:

Infection Control

Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors, and the general public.

The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures, and guidelines.

Continuous Quality Improvement:

Each employee is expected to demonstrate a commitment to best practice

- All employees shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high-quality services.
- All employees will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.
- It is the responsibility of every employee to be familiar with Health Service-wide and specific

Person Centred Care:

The Health Service supports in its values the philosophy of Person-Centred Care to ensure all people, including health service providers, clients, their carer's, and family members are respectfully cared for and encouraged to participate in the provision of quality health care.

We recognise diversity is part of every person and as such providers of health care must be actively involved in developing models of care that are person centred.

Child Safety:

All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.

SHDH have zero tolerance to child abuse.

Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.

Our Purpose:

Connected Care / Best Experience

SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.

Privacy and Confidentiality:

SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.

Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.

Mandatory Training:

All employees must be aware of and complete designated mandatory training within the required timeframe.

Safety:

RESPONSIBILITIES: It is the responsibility of every staff member to:

- Take reasonable care for their safety and the safety of others while at work.
- Report accidents, incidents, and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.
- Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.
- Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.
- Complete all Mandatory training requirements as identified and directed.
- Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.

Asset Management:

Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.

SWAN HILL DISTRICT HEALTH AND SWAN HILL

For more **information on How to Apply** go to www.shdh.org.au/employment/how-to-apply.

For more information about leisure, work and accommodation in Swan Hill visit dreamswanhill.com.au and [click here](#) to download a local information booklet.

Further enquiries

To find out more about this position, please direct your enquiries to Hayley Neuschafer, headspace Swan Hill Manager on 03 4010 7100 or hneuschafer@shdh.org

Approved by: headspace Swan Hill Manager

Date Approved: 06/05/2025

Manager Name: Hayley Neuschafer

Manager Signature:

Date:

Employee Name:

Employee Signature:

Date:



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

First name

Middle name

Last name

Address

Preferred name

Contact

Phone

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585