

SENIOR ACCESS TEAM CLINICIAN

JULY 2026

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POSITION SUMMARY

Location:	Hearspace Melton		
Functional area:	Primary Clinical Services		
Classification/ Salary:	Health Professionals and Support Services Award 2020, Health Professional Employee, Level 3 + 12% super + access to \$15,900 NFP salary packaging		
Job level:	Level 3		
Reports to:	Clinical Services Manager		
Employment type:	Part Time (0.8 FTE)		
Employment length:	Ongoing, subject to funding		
Direct reports	-	Indirect reports	-

POSITION PURPOSE STATEMENT

The Senior Access Team Clinician will provide leadership, daily operational management support and supervision to Access Team staff. In addition, they will provide direct intake, assessment, care planning, referral, advice and consultation services to young people, their families/carers and community professionals/agencies, and will be involved in service development and community engagement/awareness raising activities.

About headspace

headspace is a world-first youth mental health initiative that supports young people who are going through a tough time; whether it's depression, anxiety, relationship break-ups or alcohol and other drug issues. The youth-friendly services at headspace are aimed at teenagers and young adults in recognition of the fact that 75 percent of mental disorders emerge before the age of 25 years.

POSITION FOCUS

	Key responsibility area	Percentage
1	Leadership & Supervision	30%
2	Service Delivery	30%

REVOLUTION IN MIND

3	Service Development	20%
4	Administration	10%
5	Other	10%

POSITION KEY RESPONSIBILITY AREAS

1. Service delivery • Work under the direction of the Clinical Services Manager to support the provision of youth-friendly early intervention services at the headspace centre and to ensure that all members of the Access Team operate within headspace philosophy and strategic directions, as well as local policy and procedure framework. • Provide comprehensive intake, assessment and consultation services to young people, their families/carers, and professionals seeking services. • Manage intake, assessment and referrals processes for more complex and 'higher risk' young people and assist others in the team to do so. • Deliver evidence-based brief interventions, including group interventions, with young people and their families/carers. • Liaison with internal and external stakeholders and promote the headspace program, communicate regularly with, build and maintain collaborative working relationships with health and welfare agencies and the general community. 2. Leadership • Take a leadership role in the Access Team, overseeing and refining intake/assessment and clinical services and assisting in Promote coordination of intake and referral processes both within headspace and external services and assists other team members with this. • Assist in identification of professional development needs of Access Team staff and contribute to the maintenance of a positive team culture. • Provide direct staff supervision as required, including students. • Promote positive working relationships between the Access Team and other staff and contracted professionals within the headspace centre. • Assist in covering clinical service management tasks when required. 3. Administration • Maintain accurate and timely case notes and records in approved database systems and assist other Access Team staff to do so. 4. Other • Participate actively in Clinical Review Meetings and act as chairperson if required. • Promote and monitor activities in the Access Team supporting research projects conducted at the centre. • Participate in and develop community awareness activities, relationship building activities and appropriate community and agency meetings. • Apply knowledge and support of the headspace framework of early intervention, de-stigmatisation, diversity, inclusion, and non-discrimination. • The role may incorporate other headspace related activities and responsibilities as directed by the Clinical Services Manager.
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EDUCATION / QUALIFICATIONS

Essential	• Approved tertiary qualifications in a relevant discipline. (Psychology, Social Work, Occupational Therapy, Mental Health Nursing). • Must have full registration with AHPRA or eligibility for registration with AASW.
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EXPERIENCE / SKILLS

Experience / skills	• Previous experience in providing leadership and supervision. • Extensive experience in the planning and provision of mental health care, including completion of mental health assessments, crisis intervention, psychoeducation and short-term treatment interventions to young people experiencing mental health and/or substance use, and/or other social difficulties, including current evidence-based approaches. • Knowledge of the common mental health, substance use, and social problems faced by young people and the indicated evidence-based treatment/support options for these. • Well-developed knowledge and understanding of relevant legislation, government policies and strategic directions in relation to mental health and alcohol and other substances, particularly as it relates to young people. • A breadth of understanding of the different types of organisations involved in mental health and drug and alcohol service delivery to young people. • An understanding of and commitment to ethics and confidentiality issues, particularly in relation to the health and allied-health professions. • Demonstrated capacity to problem solve effectively and work creatively with young people, particularly within an early intervention framework. • Developed skills in decision-making, problem-solving and risk management. • Excellent computer skills with a demonstrated ability in word processing, PowerPoint and databases as required. • Experience in the planning, provision and evaluation of group-based interventions for young people and their families/carers. • Experience in the planning and provision of community engagement and capacity building activities.
Personal attributes	• Passion, energy and determination to make a difference to health outcomes for young people. • Ability to be self-motivated and directed, demonstrating a sound ability to proactively oversee and make decisions in relation to the intake/assessment services and young people's suitability for ongoing treatment/support services at the centre. • Demonstrated ability to work effectively in a multi-disciplinary team in a health setting and to provide leadership and supervision to staff and students. • Commitment to supporting clinical research within the service.

KEY RELATIONSHIPS

Internal	• Access Team Clinicians • Senior Clinicians • Administration Team • Allied health contracted staff • Clinical Services Manager
External	• Co-located services providers • GPs • Psychiatrists • Tertiary Services

SPECIAL REQUIREMENTS

• Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
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- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- A current Victorian driver's licence (desirable)
- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Our headspace sites operate after 5pm multiple times a week, availability to work across rotating shifts required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]