



Mental Health Practitioner: EAP & Workplace Services

Position Description

Role:	Part-Time Employee (3-4 days) to Full-Time Employee (5 days)
Location:	Collingwood Victoria office (open Monday to Saturday) / Hybrid (telehealth remote & office)
Reporting To:	Partnerships Lead: EAP & Workplace
Team	Partnerships: EAP & Workplace Services
Works With:	Partnerships Team, Clinical Team, Front of House & Intake Team
Accreditation:	AHPRA Psychologist or AASW Mental Health Social Worker
Award:	Health Professionals and Support Services Award [MA000027]
Category:	Health Professional
Level:	2-4 dependent on experience
Pay Point	1-5 dependent on experience
Additional Compensation:	All positions paid above Award with additional amounts paid for Endorsement (Clinical, Sports, Health etc.)
Additional Benefits:	Financial coverage of agreed professional development expenses up to the value of \$1,000 per year (for 5 days FTE).

The Role

Working within the Partnerships Team and reporting to the Employee Assistance Program (EAP) and Workplace Services Lead this role provides psychological services for individuals or couples in a private practice setting.

This role is a mix of client facing psychological service provision (approx. 55%) and clinical/client administration (approx. 20%) and other professional development, project and administration work (approx. 25%).

About The Mind Room

The Mind Room is a mental health, wellbeing, and performance psychology practice based in Collingwood Victoria and established in 2012 by Dr Jo Mitchell and Michael Inglis. Our underpinning philosophy and values are outlined [here](#).

We offer therapy and coaching to individuals and couples who come to The Mind Room for mental health and wellbeing support. We also provide services to organisations including Employee Assistance Programs (EAP), training, coaching and consulting. We work with values-driven businesses, especially those operating within the health, sports, creative, and for-purpose sectors. We aim to achieve one million client engagement hours by 2035.

Located in a purpose-built venue that includes 14 consulting rooms, three telehealth pods, a studio for workshops, and multiple shared and individual spaces to accommodate connection and quiet work as required. Our reception, intake, and administration teams support the smooth running of daily clinic operations. A regular peer supervision program and professional development opportunities are available to employees.

Key Responsibilities

Responsibilities include, but are not limited to:

Supporting Clients

- Assess, treat and refer clients experiencing psychological disorders, adjustment to life events, enhancing wellbeing.
- Undertake a client caseload which is variable dependent on billable targets.

Caseload Management & Administration

- Caseload management via regular communication with in-house reception team, clients, referring GPs and other health care professionals.
- Monitor client engagement, retention, and discharge/archive clients as appropriate.
- Ensure daily client administration is done accurately and in a timely manner. Manage and store your client notes and correspondence, as per professional standards.
- Understanding of and compliance with Employee Assistance Program (EAP) requirements and best practice.

Supporting Partnerships Lead

- Providing project and administration support to your Team Lead or Manager, as delegated.

Learning, Growing and Contributing

- Meeting registration requirements for ongoing professional development and supervision.

- Attending, and hosting and/or facilitating on request as part of the in-house peer supervision program.
- Be a connected and contributing member of the Mind Room community.

Required Skills and Attributes

Communication	Demonstrates excellent communication skills. Is able to present well in writing and verbally.
Interpersonal	Demonstrates excellent interpersonal skills; builds and manages professional relationships, balancing professional competence with a warm and engaging manner.
Team Player	Knows how to be an effective team member, respecting the role of all team members.
Professionalism & Integrity	High level of integrity. Able to effectively manage confidential or sensitive information. Behaves ethically. Meet and abide by AHPRA professional standards and requirements for registration as a psychologist. They are fulfilling responsibilities, acting ethically, speaking up if there is conflict or confusion, and protecting the organisation's interest.
Organised	Strong organisational skills, attention to detail and ability to manage time effectively.
Motivation	A genuine interest and motivation to learn, grow, and apply mental health, wellbeing and performance psychology as a means of improving the lives of others.

Required Qualifications and Experience

Registration & Accreditation	AHPRA Registered Psychologist or AASW Accredited Mental Health Social Worker.
Assessment and Treatment	3+ years demonstrated experience providing individual psychology services to adults. Ideally within a private practice or EAP setting.
Medicare Registration	Registered with Medicare for billing of therapeutic services.

Third Wave Therapies	Experience with third-wave cognitive behavioural and acceptance-based frameworks. These are ACT, CBT, DBT, Schema Therapy, and EMDR.
Industry knowledge	Knowledge of mental health issues, systems and industry. For example, EAP services, Medicare, private and public health services, ethical and legal issues.
Risk Assessment	Demonstrated ability to complete adult mental health risk assessments and intervention, including suicide risk.

Highly Desirable Clinical Experience

Have experience in one or more of the following areas:

EAP	Experience delivering Employee Assistance Program services for corporate clients. For example, professional services, creative industries, health and medical organisations, sport organisations.
Workplace	Experience and interest in workplace mental health, wellbeing and performance. For example, stress, burnout, bullying, workplace relationships and communication, performance management, neurodivergence and organisational factors.
Risk Management	Completion of competency-based training in Suicide Prevention and Risk Management highly regarded.