



Mental Health Clinician (Senior)

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:	Clinic Lead
Team	Clinic
Works With:	Clients
Accreditation:	AHPRA Psychologist or AASW Mental Health Social Worker
Award:	Health Professionals and Support Services Award [MA000027]
Category:	Health Professional
Level:	2-3
Pay Point	1-5

The Role

Working within the Clinic Team and reporting to a Clinic Lead this role provides psychological services for individuals or couples in a private practice setting.

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:

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| Supporting Clients | <ul style="list-style-type: none">● Assess, treat and refer clients experiencing psychological disorders, adjustment to life events, enhancing well-being and performance● Undertake a client caseload that follows availability and billable targets according to TMR time allocation policies:<ul style="list-style-type: none">○ 80% of total hours should be scheduled for billable activity i.e. psychological services with a minimum target of 60% of those hours being billable. |
| Caseload Management & Administration | <ul style="list-style-type: none">● 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. |
| Supporting Clinic Lead | <ul style="list-style-type: none">● Provide project and administration support to the Clinic Lead or Manager as delegated.● May be responsible for providing regular feedback and appraisals for Entry & Junior-level clinicians to improve health outcomes for clients. |
| Learning, Growing and Contributing | <p>Be a connected and contributing member of the Mind Room community:</p> <ul style="list-style-type: none">● Meet registration requirements for ongoing professional development and supervision.● Actively contribute to the development of professional knowledge and skills in your field of work as demonstrated by positive impacts on service delivery, positive referral patterns to the area of expertise and quantifiable/measurable improvements in health outcomes.● Attend, host and/or facilitate on request as part of the in-house peer supervision program.● Engage in TMR social events (formal and informal)● Know and reflect the TMR values in your professional behaviour. |

Required Skills and Attributes

Communication	Exceptional communication skills. Is able to present well verbally and in writing.
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

Assessment and Treatment	7+ years demonstrated experience providing individual psychology assessment, treatment and referral services to adults, ideally with experience within a private practice setting. 3+ years in a focused area.
Industry knowledge	4+ years of experience in Private Practice in the mental health and wellbeing industry or similar mental health setting. Knowledge of mental health issues, systems and industry. For example, EAP services, Medicare, private and public health services, ethical and legal issues.
Third Wave Therapies	Able to apply and deliver sessions utilising third-wave cognitive behavioural and acceptance-based frameworks. These are ACT, CBT, DBT, Schema Therapy, and EMDR.
Risk Assessment & Management	Demonstrated ability to complete adult mental health risk assessments, intervention, and referral, including suicide risk. Completion of competency-based training in Suicide Prevention and Risk Management highly regarded.

Registration & Accreditation AHPRA Registered Psychologist or AASW Accredited Mental Health Social Worker.

Medicare Registration Registered with Medicare for billing of therapeutic services.

Required Clinical Experience

Have extensive experience in one or more of the following areas:

Trauma Assessment and treatment of trauma presentations.

Neurodiversity Assessment and treatment of adult ADHD, autism or other neurologically diverse presentations.

EAP Delivering therapy and wellbeing services as part of an Employee Assistance Program for corporate clients.

Couples / Family Therapy Experience and interest in providing psychological services to couples and families.

Desirable Experience

IT & software Familiarity with software such as Practice Management Software (PMS), office productivity suites, project management and collaboration tools, and communication platforms.