



Clinic Lead - People & Practice

Position Description

Role:	Part-Time (4 days) to Full-Time Employee (5 days)
Location:	Collingwood Victoria office (open Monday to Saturday) / Hybrid office, remote & telehealth)
Reporting To:	Clinic Manager
Team	Clinic
Works With:	Clients, Mental Health Clinicians, FOH Manager, Partnerships Manager
Accreditation:	AHPRA Psychologist or AASW Mental Health Social Worker
Award:	Health Professionals and Support Services Award [MA000027]
Category:	Health Professional
Level:	3
Pay Point:	1+
Dept Code:	4.1.2.0

The Role

The Clinic Lead plays a pivotal role in fostering a collaborative, growth-oriented and connected culture, grounded in Mind Room values of integrity, connection, curiosity, action and joy.

The Clinic Lead is a senior clinician at The Mind Room who contributes to the quality, culture, and impact of the Clinic while maintaining a therapeutic caseload. Reporting to the Clinic Manager, the role supports team wellbeing and performance, strengthens clinical excellence, and ensures services are delivered ethically, safely, and in alignment with the AHPRA Code of Conduct.

The Clinic Lead integrates both people and practice leadership. They support individual clinicians through operational management and care, while also advancing clinical practice through a Community of Practice (CoP) in an area of expertise, knowledge translation, professional growth and innovation.

This pathway is intended for adaptable leaders who balance strategic thinking with relational support, contributing to both the growth of clinicians, team performance and the evolution of clinical practice.

Key Responsibilities

Clinic Team Management	Supports the cultural integration and operational performance of clinicians. • Relationship management with the team of Clinical Partners (independent contractors) • Recruitment, onboarding, offboarding • Supports Clinical Partner needs and integration with the wider clinical and operational teams.
Practice Development	Advances knowledge, learning and innovation across the clinic. • Lead a Community of Practice (CoP) to foster collaboration, innovation, and continuous clinical development. • Facilitate and design professional development, peer consultation, and reflective forums to build capability, ethical practice, growth and connection. • Curate resources and translate emerging research, lived experience, and sector developments into practical tools and guidelines.
Client Care & Engagement	Delivers high-quality therapeutic services while modelling best practice in client care. • Provide evidence-based assessment, intervention, and referral appropriate to client needs • Complete clinical documentation, reports, and communications to professional and ethical standards • Maintain a clinical caseload, manage schedule effectively, and meet agreed performance expectations (including billable hours and service outcomes)
Clinical Operations & Service Delivery	Ensures smooth, ethical and efficient clinical service delivery. • Support scheduling, diaries, room allocation • Maintain high standards of care and compliance (AHPRA, Medicare, EAP) • Provide clinical consultation on complex referrals and intake matching within your area of expertise.
Learning, Growth & Contribution	Contributes to a collaborative, values-driven clinical community through ongoing learning and engagement. • Participate in peer supervision, professional development, and reflective practice forums • Engage in in-house learning opportunities, events, and initiatives that strengthen community and practice

- Contribute to team culture, connection, and wellbeing in alignment with The Mind Room values

Additional Duties

Supports organisational goals through collaboration and flexible contribution to service development, innovation, and priority initiatives as requested by the Practice Manager.

Qualifications, Skills & Experience

Qualification & Registration

- AHPRA/AASW Mental Health Care registration
- Medicare eligibility
- Professional indemnity insurance eligibility
- Registered Supervisor (desireable)

Experience

- 5+ years post-registration (2+ in private practice)
- 2+ years people management experience and/or practice leadership experience.

Skills & Attributes

- **Clinical Capability:** Demonstrates strong clinical judgement, risk assessment skills, and adherence to evidence-based practice.
- **Ethical Practice & Professional Integrity:** Acts in alignment with AHPRA standards, maintaining confidentiality, cultural humility, and ethical decision-making.
- **Leadership:** Demonstrates capacity to lead, coach and guide clinicians through constructive feedback, conflict resolution, performance development, and capability building.
- **Organisation & Collaboration:** Manages time effectively, balances clinical and leadership tasks, and works collaboratively within multidisciplinary teams.
- **Communication:** Communicates clearly and respectfully in both written and verbal formats, adapting style to clients, peers, and stakeholders.
- **Practice Development:** Engages with current research, emerging innovations, and translates insights into practical tools, frameworks, or learning opportunities.
- **Digital Competence:** Confident using clinical and workplace systems (e.g. Halaxy, Connecteam, Google Suite, Slack, Jira, Confluence) and willing to adopt new technologies.

**Clinical
Experience
Areas**

The Clinical Lead will bring demonstrated expertise and interest in **one or more** of the following areas:

- Eating Disorders (e.g., in sport & performance)
- Neurodiversity (e.g., ADHD, Autism)
- Couples and Relationship Therapy
- Trauma-Informed Practice
- Innovation in Clinical Practice (e.g., AI, digital tools, telehealth)
- Other Areas of Interest (*We welcome emerging and unique private practice strengths*)