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| **POSITION:** | **Psychologist ​- Full Time** |
| **CLASSIFICATION:** | **Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)** |
| **REPORTS TO:** | **​Living Learning City Hub Lead** |
| **DATE CREATED:** | **July 2025** |

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| **ORGANISATIONAL ENVIRONMENT** | | |
| MCM (Melbourne City Mission) is a leading community services organisation that innovatively works alongside thousands of Victorians and their communities to overcome barriers, providing a broad range of support in Homelessness, Family Services, Disability, Early Childhood Intervention Services, Palliative Care, Education and Mental Health service areas.  With deep experience working with communities experiencing disadvantage, MCM advocates for systemic change, working across all sectors to sustainably disrupt such disadvantage.  Since 1854, MCM has been striving for those experiencing disadvantage to live their life, their way. | | |
| **DIVERSITY, EQUITY OF ACCESS, AND INCLUSION** | | |
| MCM is committed to inclusion, equity of access and diversity. We know that diversity helps us to innovate and make the biggest impact possible. Our DEI Strategy On for Inclusion supports and drives an inclusive workplace culture. We recognise that many people continue to face systemic barriers within an employment context, particularly those from First Nations, culturally and linguistically diverse, disability and LGBTIQA+ communities. We are committed to inclusivity and want to continue to learn from and grow our diverse workplace culture. This includes supporting your individual employment needs wherever reasonably possible. | | |
| **POSITION CONTEXT** | | |
| * Living Learning works with young people who are persistently not in employment, education, or training (NEET) and who have a mental health condition. * Through the supports offered by Living Learning (mental health supports, Key Worker supports, and specialist education supports) the aim of the program is to re-engage young people in school; to stabilise their mental health and wellbeing to ensure they are on a positive pathway of their choice. | | |
| **POSITION PURPOSE** | | |
| * A Psychologist is required to complete assessments of and provide confidential counselling assistance to Living Learning students, associated consultation, and advocacy with related community stakeholders.      * The Living Learning Psychologist (City) will contribute to enacting the values and vision of the Living Learning program and work alongside HHA to provide effective support for the wellbeing of our students. Living Learning operates two hub groups – City covers Hester Hornbrook’s City and South Melbourne Campuses. West Hub covers Sunshine and Werribee Campuses. This role is in the City Hub.      * The Living Learning Psychologist City will complete assessments and counselling assistance both on campus at HHA and via outreach depending on the students individual needs. The role of the Living Learning Psychologist City allows flexibility and autonomy to provide appropriate support for our students across campuses. * The Living Learning Psychologist City works with students, classroom team, school staff, parent/carers/carers and external professional groups or agencies. Assistance is provided with matters pertaining to student wellbeing in the areas of learning, behaviour, and personal/social competence. This position reports to the Living Learning City Hub Lead and will be part of a multi-disciplinary team.  At all times, the delivery of counselling support is within ethical and professional obligations. The Psychologist works in close consultation with the Living Learning and HHA Wellbeing Teams, Manager of Wellbeing and the Heads of Campus.   This position operates at the People Leadership level in the MCM Leadership Capability Framework. | | |
| **POSITION DUTIES AND RESPONSIBILITIES** | | |
| **Duties of this role may include but are not limited to:**    **COUNSELLING AND LIAISON**   * Provide psychological counselling, therapy, support and programs for individual students and groups for a range of mental health, emotional and family issues * Create and implement a treatment plan for each young person referred for psychological intervention and design interventions in collaboration and with guidance from supervisor. * Be flexible in clinical approach including doing activities with young people to build trust and rapport * Liaise with parents/carers, staff and external professionals/agencies as required to ensure care of students and appropriate case management * Respond to referrals from parent/carers and members of staff and determine appropriate intervention * Communicate student needs and case plan as required to parent/carers and relevant staff * Assist the Leadership Team in the development and implementation of programmes addressing student needs (for example, developmental concerns, personal growth, resilience, transition, social skills, stress management, and mental health issues) * Provide consultative advice and support and inform classroom team regarding recognising and responding to youth mental health appropriately * Respond to crisis situations and provide appropriate support to the school * Advise the Leadership Team when referring clients to outside agencies * Consult with the leadership team as requested regarding the development and implementation of staff professional development programs relating to mental health     **ASSESSMENT**  Undertake psychological assessment and diagnosis. This will involve:   * Clear understanding of normal and abnormal adolescent development * Knowledge and understanding of mental health disorders and their relationship to adolescent development * Psychological assessment of mental health issues involving clinical measures, clinical interview, and observation and information from other sources * Diagnosis requiring analysis and synthesis of acquired information * Communicate results from assessments and recommended interventions to parent/carers and the classroom teams, both verbally and in writing when appropriate * Where necessary, prepare and undertake referrals to external clinicians or agencies   **GENERAL DUTIES**   * Maintain appropriate confidential records. Collect, collate and maintain student information and records to meet legislative and system requirements * Maintaining an awareness of school community issues and events which may impact on the school, and work with key staff as relevant/required * Select, store and maintain appropriate psychological testing and therapy materials and equipment * Develop and extend own professional skills and knowledge by attending related professional network and association meetings and conferences * Maintain professional competence and continued professional learning through: mandated APS Code of Ethics & Guidelines, continuing professional development and, peer consultation * Attend meetings as per the meeting schedule * Be involved in the extracurricular life of the MCM and HHA, by assisting and attending school events * Undertake other duties, as required by the leadership team   **GENERIC AND COMPLIANCE RESPONSIBILITIES**   * Work as a constructive team member, including building and maintaining positive interpersonal relationships. * Apply the Organisational Commitments and Requirements (detailed below), including Child Safety and Safety of Vulnerable People, Workplace Health and Safety, Operational Accountability, Diversity, Equity of Access and Inclusion, and Position Description Maintenance. * If approved to work from home, comply with all the requirements in the MCM Working from Home Workstation Self-assessment Checklist. * Demonstrate MCM’s Values (detailed below). * Ensure services are delivered within the framework of MCM’s policies and procedures, legislative requirements, relevant service standards, and MCM’s Code of Conduct, and MCM’s Values. * Comply with MCM’s Employment Safety Screening Procedure. * Perform other duties and responsibilities within the scope of the employee’s skills, competence and training as directed by a person in any more senior role within MCM. | | |
| **KEY SELECTION CRITERIA** | | |
| **Essential Criteria**   * **Degree with substantial experience OR Post Graduate qualification OR Associate Diploma with substantial experience OR sufficient experience, expertise and competence** * Bachelor of Psychology (or similar) * Minimum of one years’ experience in assessment and diagnosis, preferably in a school environment or with adolescents and parent/carers * Demonstrated experience in initiating and implementing mental health, socio-emotional and wellbeing programs * Excellent communication and interpersonal skills * Excellent organizational and time management skills * Capacity to work as part of a number of teams * Ability to successfully manage a number of diverse tasks in a busy school environment * A commitment to ongoing professional development   **Essential Safety Screening Requirements:**   * Proof of Identity Check * National Police check * International Police check * Current Victorian Working with Children Check (Employee) * Professional Registration (APRHA) * Current Victorian Drivers Licence * Right to work in Australia   **Desirable:**   * Master’s degree in psychology (Clinical) * Familiarity with psychoeducational assessment tools and report writing * Familiar with working with young people that have co-morbidity and complex needs   This role is expected to adhere to appropriate professional conduct as governed by the Code of Ethics, Australian Psychological Society.  MCM and HHA are child safe environments which actively promote the safety and well-being of all students, and all staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the MCM’s and HHA’s Child Safe Frameworks.   |  | | --- | | **LEADERSHIP CAPABILITY FRAMEWORK** | | In addition to the key selection criteria, applicants should be able to demonstrate the following attributes | | |  |  | | --- | --- | | **KEY AREA** | **BEHAVIOURAL CAPABILITIES** | | **PARTNERSHIPS** | **Customer Focused**  We do our best work when we understand people, and enable them to direct their own lives. We partner with others to provide access to what they need locally. | | **PARTNERSHIPS** | **Collaboration & Cooperation**  Seeks to find the right solution for all.  Stays connected and works together with colleagues and students to achieve great things. | | **PARTNERSHIPS** | **Credibility & Integrity**  Establishes credibility and trust in the eyes of students and colleagues. | | **REPUTATION** | **Disrupting Disadvantage**  Promotes fairness, and seeks to provide added advantage and opportunity to those who would normally be disadvantaged. | | **PEOPLE** | **Resilience & Bounce Back**  Deals effectively with unexpected challenges and adversity.  Quickly recovers to take a positive stance to set backs and disappointments. | | **PEOPLE** | **Wins Hearts & Minds**  Contributes to an environment where people want do their best work, and show commitment to the One MCM Purpose and Philosophy. | | **PEOPLE** | **Builds Capability & Realises Potential**  Plays an active role in their own and others’ development. Encourages and inspires others to realise ambitions and potential. | | **PEOPLE** | **Safety First**  Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others. | | | | |
| **KEY RELATIONSHIPS** | | |
| This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples include: | | |
| **Internal Relationships** | | Psychologists may have relationships with staff from a range of MCM and HHA program areas, dependant on the needs of the people they are supporting. Some examples may include:   * Classroom team * Staff from Living Learning and Hester Hornbrook Academy * Staff from other area of MCM Group |
| **External Relationships** | | Psychologists will actively liaise and network with a number of external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. |
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| **OUR VALUES** | | |
| Employees are expected to commit to and demonstrate MCM’s values: | | |
| Together | We are inclusive and accepting of differenceWe work in highly effective teams and our people are connected across our organisationWe engage proactively with others to deliver outcomes | |
| Courageous | We speak up constructively in line with our convictionsWe pursue our goals with determinationWe are passionate about our advocacy role | |
| Curious | We are inquisitive and ask whyWe challenge the status quoWe actively explore the alternatives | |
| Open | We are transparent and have genuine, honest interactionsWe listen and hear people’s voicesWe value and respect the autonomy of clientsWe trust one another | |
| Accountable | We act safely in all our interactionsWe manage within our financial and resource boundariesWe own our outcomes and decisionsWe are proud of the work that we do | |
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| **ORGANISATIONAL REQUIREMENTS AND COMMITMENTS** | | |
| **Child Safety & Safety of Vulnerable People**  MCM is a Child Safe Organisation, committed to the safety and wellbeing of children, young people, people with disability, and other vulnerable people. We have zero tolerance of abuse and neglect of all vulnerable people. MCM is committed to providing a safe environment in which children and vulnerable people are protected from violence, abuse and neglect. All employees must:   * Comply with the Child Safe Standards at all times. * Maintain a safe environment in which children and vulnerable people are safe at all times. * Actively prevent, and immediately report to MCM, any violence, abuse or neglect of any child or vulnerable person.   **Workplace Health & Safety**  MCM’s has zero tolerance for compromised worker safety. We endeavour to provide a working environment that is safe for all employees and people who use our services. As an employer, MCM adheres to Occupational Health & Safety regulations. All employees must:   * Comply with all MCM policies related to Occupational Health and Safety in the workplace. * Take reasonable care of their own health and safety, and the health and safety of their colleagues, service users, and others who may be affected by the employee’s acts or omissions in the workplace. * Immediately report to MCM any hazards or incidents.   **Code of Conduct and Operational Accountability**  MCM is committed to operating efficiently and ethically, and remaining operationally and financially sustainable. All employees must:   * Operate within the requirements of MCM’s accreditations, registrations, policies and procedures, Code of Conduct, and regulatory guidelines.   **Position Description Maintenance**  Position Descriptions change over time, due to a wide range of organisational, technological, financial, geographical, service, systemic, legal, and individual factors. All employees must:   * Maintain position description currency by communicating, discussing and documenting necessary changes, and considering consistencies and relativities with other like-positions. * Ensure compliance with position description, management of change, and consultation requirements in the relevant Awards and Enterprise Agreements. * Use correct processes to apply for changes related to individual circumstances, for example, reasonable adjustments for disability, flexible working arrangements for care responsibilities, rehabilitation to work following injury, ill health or medical procedure, or transition to retirement. | | |