

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Position Number:	1025
Designation:	Counsellor Full-Time/Counsellor 6 Months Fixed Term
Project:	Family and Relationship Services (FaRS) Program
Location:	Darwin
Responsible To:	Manager Family & Relationships Services Darwin

2. STATEMENT OF RESPONSIBILITY

- The purpose of the position is to provide high quality ongoing counselling (and where applicable relationship education services) to individuals, couples, families and children. The position will involve working collaboratively within the Family and Relationship Services (FaRS) team to maintain excellent standards of practice, and may also involve some networking with other agencies.
- Actively participate in cultural safety and 'cultural fitness'.

2.1 Safeguarding Children & Young People

As your role within Relationships Australia NT requires you to be involved in delivering our service, in addition to meeting your core functions, duties and responsibilities as outlined in this Position Description, you are also required to meet and comply with the behaviour standards outlined in our Safeguarding Children and Young People Practice and Behaviour Guidelines and our Code of Conduct. You will receive a copy of these documents as part of your induction. You can also access a copy of these documents on the organisation's S Drive: Policies and Procedures.

You are also required to:

- Sign a commitment statement to our Safeguarding Children Practice and Behaviour Guidelines;
- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain valid and current Working with Children Check;
- Undergo a National Criminal History Record check;

- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

3. KEY EFFECTIVENESS AREAS

SERVICE DELIVERY

1. Meet RANT's targets for completed counselling sessions and other activities as set for the position by the Director Early Intervention or Director Alice Springs
2. Provide a high quality of clinical services to individuals, couples, families and children.
3. Contribute to the effective functioning of the FaRS Team.
4. Co-facilitate relationship education courses where applicable.
5. Support the development of culturally sensitive and accessible counselling services to Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse clients.

Key Result Areas

- Active participation in the clinical program through direct service provision and membership of the therapeutic team.

STAFF TRAINING AND SUPPORT

1. Maintain practice as a family and relationship counsellor with active participation in ongoing supervision.
2. Maintain self and professional development via accessing in-service training and other professional training opportunities as available
3. Contribute toward the professional activities of Relationships Australia NT (RANT) in particular projects approved by the CEO and in consultation with the Manager FaRS.
4. May provide supervision to a limited number of supervisees as part of a contribution to the professional activities of the organisation as required.
5. Maintain effective communication with RANT Management and colleagues.

Key Result Areas

- Attend monthly individual and group supervision and maintain professional standards.
- Evidence of participation in professional development activities.
- Submission of recordings of clinical sessions to individual supervision and/or to Group Supervision and/or arranging for supervisor to sit in on client sessions (total of at least two per year), and participation in performance review every twelve months.
- Evidence of a contribution towards the professional activities of RANT.
- Establishment and maintenance of effective communication channels with RANT Management and colleagues.

GENERAL/ADMINISTRATION

1. Carry out the policies and decisions of RANT Management.
2. Adhere to RANT policy and direction in all areas of professional conduct and services delivered.
3. Utilise computer systems to maintain Penelope (Client Information System) records, and to access RANT communication systems and information.
4. Maintain referral protocols with other community agencies, and other professional service providers.
5. Such other duties as RANT Management directs.

Key Result Areas

- Adherence to smooth implementation of RANT policy, guidelines and administrative procedures.
- Penelope records accurately reflect activities and outcomes.
- Assist with the promotion of a positive image of the organisation.
- Promote RANT's services where appropriate, through professional and community networking, presentations, and other general public relations and promotional activities.
- RANT maintains a high profile in the district.
- Evidence of promotional and networking support being provided to the service.
- Moderate level of involvement with the community.

4. SELECTION CRITERIA

A. Essential

1. A tertiary qualification in Psychology or Social Work or other relevant qualification with supervised clinical experience.
2. Experience in counselling, group work and assisting individuals, couples, families and children across a broad range of issues including experience in the provision of services to those from diverse cultural backgrounds.
3. Knowledge of current theory and practice relating to relationship counselling including knowledge of the impact of family and domestic violence on individual, couples, families and the counselling process.
4. Proven ability to communicate effectively, both in writing and orally, with a wide range of people.
5. Proven ability to work as a member of a team, fostering the confidence and co-operation of others within the ethos and values of the organisation, and a demonstrated commitment to ongoing professional development
6. Demonstrated competence in computer applications including word processing, use of data bases, electronic diary, email and web searches.
7. Some work outside normal office hours may be required in the facilitation of Relationship Education courses or the provision of after-hours counselling appointments, one evening per week. In this instance, you will start and finish work late.

B. Desirable

8. Experience in the planning, preparation and delivery of group work/education services.
9. Experience in agency representation in networks, forums and community groups.

Special Conditions:

1. Appointment to the position will be subject to a satisfactory National Police Check and Ochre Card.

It should be noted that Position Descriptions are under constant review and may be changed by the Chief Executive Officer, after consultation, at any time.

Basic Employment Conditions

Position: Counsellor

Start Date:	ASAP
Probationary Period:	6 months
Place of Employment:	Darwin
Salary:	<p>\$75,660.20 per annum pro rata (Level 5 Pay Point 1)</p> <p>As a Public Benevolent Institution (PBI) RANT can offer up to \$15,899 per annum of the salary, tax-free as a fringe benefit (Conditions Apply).</p>
Superannuation:	9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992.
Hours of Work:	37.5 hours per week. (8:30am to 5:00pm Monday, Tuesday, Wednesday and Friday, 11:00am to 7:30pm Thursday).
Annual Leave:	5 Weeks per annum pro rata. Leave loading of 17.5% will be payable on annual leave. Plus an additional 3 days of leave (without Leave Loading) between Christmas and New Year during the RANT Office Closure.
Personal Leave:	10 days per annum pro rata.
Professional Development:	Staff development in accordance with RANT guidelines (\$3,000 – total of 10 days PD leave). PD is accessible after three months of continuous service.
Staff Wellbeing Allowance:	\$200 per staff member per financial year as part of the organisations commitment to improving the health of its employees, to be paid upon production of receipts.
Long Service Leave:	As per the NT Long Service Leave Act.
Other:	<p>Ability to obtain a satisfactory Working with Children Clearance (Ochre Card) upon commencement.</p> <p>Satisfactory Police Criminal History Check.</p> <p>Where a driver's licence is required, evidence of a current NT "C" Class driver's licence or equivalent.</p> <p>A commitment to RANT's Safeguarding Children Practice and Behaviour Guidelines.</p>