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|  | **Mala’la Health Service Aboriginal Corporation**  **Position Description** |

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| **Position Title** | **Counsellor** |
| **Position Function** | Provide assessment, intake, counselling and case management to clients; provide support and advocacy for clients as appropriate |
| **Reporting / Supervision** | Report to the Manager, Community Wellness Support Service (Wellness Centre) |
| **Award** | Aboriginal Community Controlled Health Services Award, 2010 |
| **Terms and conditions** | 37.5 hours per week |
| **Key Responsibilities:** | **Clinical work:**   * Provide counselling to clients (individuals, couples and families) with intentional interventions supported by sound clinical rationale * Manage client risks effectively * Prioritise client cases according to risk and need * Adhere to data handling procedures and clinical protocols * Document case notes accurately and professionally * Provide advocacy work in context of case management * Engage in co-counselling with Manager as need arises * Promote Wellness Centre service through regular inter-agency meetings * Promote Wellness Centre service within community * Liaise with other agencies in client case management with client consent * Make mandatory reports re child safety and domestic violence   **Other duties:**   * Upskill and develop local community workers * Assist in picking up and dropping off workers before and after work * Perform other duties as directed by the Manager, Community Wellness   **Reporting**   * Document various stats for reporting to CEO, Board of Directors and funding bodies * Assist in meeting the key performance indicators outlined in the annual operational plan and the four year strategic plan   **Meetings**   * Attend staff meetings * Attend team meetings * Attend stakeholders meetings   **Professional Development**   * Attend internal and external supervision * Research and propose appropriate professional development activities for Manager’s approval * Attend relevant professional development activities relating to Community Wellness service delivery   **Mandatory Requirements**   * Current registration with a relevant professional body * Confidentiality is a mandatory requirement; any breach of this requirement may compromise ongoing employment * Compliance with all policies and procedures of Mala’la Health Service * Report to the CEO immediately any personal criminal charges or convictions that arise * Participate in annual fire drill * Participate in annual performance review   **Work, Health and Safety**   * Be familiar with WH&S policies and procedures * Report safety hazards within the workplace * Report adverse events in workplace and outside while on duty * Identify and assist in rectifying safety hazards within the workplace environment * Participate in WH&S information sessions as required |
| **Selection Criteria** | * Degree in Counselling, Social Work or Psychology * Minimum of five years post degree experience in human services * Experience in working with culturally diverse clientele, in particular Aboriginal clients * Working knowledge of the case management model * Experience in community engagement and advocacy work * Sound communication skills * Computer literate * Good time management skills * Ability to be an effective team member * A current NT Police check * Hold or eligible for a current Ochre card * Hold a current NT drivers licence |
| **Desirable** | * Post-graduate degree in counselling * Experience living and working in remote areas in a cross cultural environment |

**I accept the position offered and agree to the terms and conditions contained in this position description**

**Signature of Applicant Date**

**Position description updated: 15th September, 2018**