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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
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| **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
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| **Desirable** | * Post-graduate degree in counselling
* Experience living and working in remote areas in a cross cultural environment
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**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**