



## NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE, SA 5000

### JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:
Social & Emotional Well Being Counsellor	NY Enterprise Agreement 2017 HS Level 3 or 4*
PROGRAM:	SECTION:
Link Up SA	Social and Emotional Wellbeing (SEWB)
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
On-going (subject to funding)	Mid North and Yorke Peninsula Office and Outreach offices
POSITION REPORTS TO:	WORKS CLOSELY WITH:
Team Manager, Link Up	Link Up team

#### 1. PURPOSE STATEMENT

Nunkuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide, Mid North and Yorke Peninsula. The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for our clients.

Nunkuwarrin Yunti's Social and Emotional Wellbeing Program provides counselling and social health support services which assist people to deal with a wide range of issues including grief & loss, depression, domestic and family violence, family and/or relationship matters and any other issues which impact on social and emotional wellbeing

Other Social Health services include the provision of emergency assistance, advice and referral to other social support agencies and individual/family support and case management/planning. SEWB Counsellors provide support, counselling and education to clients affected by the removal or by inter-generational effects of forced removed with a priority to First Generation clients. SEWB Counsellors work closely with Link Up services in relation to family reunion support.

The primary role of the SEWB Counsellor is to:

- Provide social and emotional well-being counselling services and group interventions to Aboriginal and Torres Strait Islander people who have been affected by past policies and practices of forced removal (Stolen Generations) in order to facilitate healing and improvements in well-being
- Participate in the planning, development, implementation and promotion of services which enhance the coping capacity of Aboriginal and Torres Islander families and individuals and which ensure that services are delivered in a culturally safe manner
- Provide education/awareness presentations to the wider community in relation to social and emotional well-being services and improvements for Aboriginal people

## 2. KEY RESPONSIBILITIES/DUTIES

Identify the significant services of work, which are the key outputs of the position

<b>KEY RESPONSIBILITIES</b> (Outputs of the job)	<b>PERFORMANCE MEASURES</b> (Measures the outcome of the following activities by quantity, quality, or timelines)
<b>Client Counselling &amp; Support</b>	<ul style="list-style-type: none"> <li>• Ensuring clients are treated respectfully, with their needs identified and managed in a professional and culturally sensitive manner</li> <li>• Provide individual and family counselling specifically in regard to issues of grief, loss and trauma resulting from their removal from family</li> <li>• Counsel and support clients in regard to any other issues impacting on their wellbeing</li> <li>• Work collaboratively with Link Up Counsellors, Caseworkers, other Nunkuwarrin Yunti staff and a wide range of external organisations</li> <li>• Undertake home visits and outreach counselling at other locations when appropriate</li> <li>• Work with other Stolen Generation groups to either conduct or support healing programs and related activities</li> <li>• Participation in reunion processes at the request of Link Up services whose function is family tracing and reunion, and referring clients to Link Up services for tracing and reunion services</li> </ul>
<b>Promotion of SEWB Counselling and Link Up SA Services</b>	<ul style="list-style-type: none"> <li>• Demonstrating a pro-active, confident approach to promoting SEWB Link Up SA and Nunkuwarrin Yunti services to community groups, other agencies, conferences and delivering presentations when required</li> <li>• Promoting and presenting a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general</li> <li>• Involvement in healing activities for clients that strengthen cultural identities, individual capacity and community connections</li> <li>• Actively participating in community and promotional events which support the social and emotional well-being of Aboriginal and Torres Strait Islander people.</li> </ul>
<b>Team &amp; Organisational Activities</b>	<ul style="list-style-type: none"> <li>• Contribute to and support positive team morale</li> <li>• Encourage a team approach to the development and provision of appropriate SEWB programs, planning and problem solving</li> <li>• Actively and regularly participate in team planning activities and team meetings</li> <li>• Actively developing and maintaining effective internal and external networks in a professional manner</li> <li>• Contribute to the development and implementation of Program policies and procedures</li> <li>• Working collaboratively with and supporting other Nunkuwarrin Yunti colleagues and teams where required</li> <li>• Contributing to strategic planning activities of the program</li> </ul>

<b>KEY RESPONSIBILITIES</b> (Outputs of the job)	<b>PERFORMANCE MEASURES</b> (Measures the outcome of the following activities by quantity, quality, or timelines)
	<ul style="list-style-type: none"> <li>Participating in internal working groups, committees and organisational activities where requested and/or willingly volunteering to contribute to organisational activities</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Attending professional development training courses related to effective delivery of social and emotional wellbeing services to clients</li> <li>Attend professional meetings as required (reflective practice, multi-disciplinary and debriefing)</li> <li>Actively participate in workplace practice supervision meetings and other program team meetings as required</li> <li>Participating in regular performance development reviews</li> </ul>
<b>Administrative Activities</b>	<ul style="list-style-type: none"> <li>Ensure the administration of high quality counselling services are provided to clients by: <ul style="list-style-type: none"> <li>➤ The establishment of a comprehensive case management plan. The compliance of case note documentation guideline, orderly files and records maintained in a confidential and accurate manner including up to date data on Communicare</li> <li>➤ The completion of weekly work plans, monthly progress reports and thorough preparation for bi-monthly case management meetings with the Team Manager</li> </ul> </li> <li>Maintain timely and accurate documentation of counselling notes, consistent with professional standards</li> <li>Provide regular statistical and other reports including oral reports as requested</li> <li>Ensuring secure management of all client files and compliance with privacy legislation and policies</li> </ul>

### 3. SELECTION CRITERIA

**ESSENTIAL** – includes qualifications, skills, experience and knowledge

- A minimum of a Certificate IV in a recognised qualification in Narrative Approaches, Counselling, Social Work, Psychology, Mental Health or a related field. The minimum qualification is a Certificate IV from a currently endorsed training package in these areas.
- Demonstrated understanding of the history and effects of the forcible removal of Aboriginal & Torres Strait Islander children, and a comprehensive understanding of social and emotional wellbeing issues affecting Aboriginal & Torres Strait Islander people.
- Demonstrated individual and group counselling skills with experience and knowledge of social, emotional and mental health issues which may include culturally appropriate healing methods, and trauma and grief counselling skills.
- Experience in managing clinical caseload of clients with high and complex needs.
- Experience or willingness to undertake training in group work and other healing activities.
- Proven well developed written and verbal communication skills and the ability to communicate respectfully and effectively with Aboriginal & Torres Strait Islander people.
- Demonstrate experience in managing a diverse range of tasks and competing priorities, working with minimal supervision and working as a member of a team.

- Computing skills relevant to the position and competent in the use of information and communication technology including MS Office.

#### **DESIRABLE**

- Diploma in Narrative Therapy
- A nationally recognised Diploma level or higher in a relevant field
- Experience in working with Aboriginal people and/or communities

### **4. APPOINTMENT CONDITIONS**

#### **Special Conditions and Status**

- Full time position (subject to funding availability)
- Some out of hours work may be required
- Some intrastate travel may be required
- Appointment is subject to a satisfactory National Police Clearance Certificate
- Subject to 6 months satisfactory probationary period unless the appointee is a current employee of Nunkuwarrin Yunti and has completed the required probationary period to being appointed to this position
- Salary sacrifice, superannuation, employer contribution
- Current South Australian full Driver's Licence and willing to drive in the course of work activities
- Conditions of employment are in accordance with the terms and conditions stated in the relevant Enterprise Agreement
- \* **Appointment at Level 4** requires four (4) years of demonstrated vocational experience in the relevant health field consistent with the position roles and responsibilities and registration with an appropriate professional body
- **Appointment to this position requires the candidate** to undertake training to a Diploma level qualification within twelve (12) months of commencement

### **5. PERFORMANCE/SKILL STANDARDS**

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

### **6. WORK HEALTH AND SAFETY**

Follow defined work health and safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

### **7. EQUAL EMPLOYMENT OPPORTUNITY**

#### **Responsibility Statement**

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity

legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

## 8. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

**Employee Statement:**

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

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Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Job and Person Description Approval

**Date approved:**     /     /

<b>MIDDLE MANAGER</b>  <b>Name:</b> <b>Signature:</b>	<b>CHIEF EXECUTIVE OFFICER</b>  <b>Name:</b> <b>Signature:</b>
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