



Position Description

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| Position Title: | Children's Counsellor |
| Award: | Social, Community, Home Care and Disability Services Industry Award – Social and community services Level 4 pay point 4 (\$37.71 hourly rate) |
| Hours: | 7.6 hours, 5 days per week 8:30 am – 5:06 pm |
| Duration: | Continuation of this position is dependent on ongoing funding. |
| Probation: | 6 months |
| Accountable to: | Executive Officer |

Quality Service Provision:

- Provide counselling support, working in partnership with families to enhance the safety of all family members and support the best possible conditions for child development, safety and stability
- Provide individual counselling for children who have experienced family violence
- Ensure co-design is an integral part of the service delivery
- Conduct assessments of children to determine individual counselling, family and group work needs
- Maintain partnerships with key community, family violence, children's and family services
- Provide secondary consultation to other service providers
- Maintain confidentiality on all issues relating to the organisation, clients and colleagues

Statement of Duties:

1. Clinical Governance & Compliance

- Take responsibility for accurate, confidential and timely case-noting, record keeping, filing and general maintenance of client information, both manually and as part of the electronic client management system
- Write reports and assessments ensuring best practice and professional standards for written correspondence are adhered to
- Work collaboratively with local and regional organisations to develop programs that meet the identified needs of the community and client group

- Self-manage time and client load, including, the establishment of a waiting list
- Engage children and families and work collaboratively with them using a strength-based approach, to understand their needs and strengths, and support them to gain the most value from the program.
- Represent and advocate for children within networks and the service system.

2. Program Development

- Assist with inter and intra agency collaboration and program development to ensure best interests of children are optimised
- Participate in group work and community development initiatives
- Assist in the coordination of services with agencies or programs involved with families
- Ensure that Health Promotion underpins all aspects of service delivery

3. Team- Work & Cooperation

- Participate in supervision and professional development
- Network and collaborate with a broad range of child, youth and family services to ensure an integrated service response to children and families in the program
- Make an active commitment to the development and maintenance of a cohesive multi-disciplinary team and participate in staff meetings, team meetings and staff development.
- Operate within a team approach across KWCC's programs
- Acquire new techniques and strategies which add to the service's collection of knowledge and skills

4. Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In conjunction with the Leadership team, develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of KWCC policies and procedures

5. Occupational Health & Safety and Risk Management

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner which ensures personal health and safety and that of others in the workplace
- Report all hazards or incidents that cause or may cause harm
- Apply a risk management approach to all tasks undertaken
- Contribute to the organisational risk management

6. General

- It is the responsibility of all staff to work within KWCC's Code of Conduct and represent KWCC as a professional and client-focussed organisation and to promote its range of services
- Comply with and contribute to KWCC's Policy and Procedure Manual
- Carry out all other duties as directed consistent with KWCC's Strategic Direction
- Provide courteous advice and assistance to clients and visitors of KWCC
- Maintain effective working relationships with staff and regularly participate in team and organisational activities
- Ensure records and accountability information is prepared, kept up to date, and forwarded in a timely manner

- Understand the budget constraints and where possible suggest strategies for improvement
- Be conversant with computer systems and other technology relevant to the position
- Continually develop both personally and professionally to meet the needs of clients

Key Selection Criteria:

Qualification

- Tertiary qualifications in social work, or related social and community services discipline (e.g. family therapy, play or art / music therapy).

Experience

- Direct service experience and expertise in counselling children who have experienced domestic violence and or trauma.
- Experience in initiating and delivering highly effective group work
- Experience in conducting assessments, writing high level case notes and preparing reports.
- Knowledge of family violence theory.
- Demonstrated knowledge of the impact of family violence on children including neurological and psychosocial development.
- Demonstrated understanding of the gendered nature of violence against women and its impact on children and the diversity and experience of family violence

Other Requirements

- Willing to undertake a National Criminal History Check
- Hold a Working with Children's Card (OCHRE)
- KWCC is an Equal Opportunity Employer. All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries, as well as co-operating with any measures introduced into the workplace to improve WH&S.
- KWCC is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: LGBTQI, Aboriginal and Torres Strait Islander people, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- KWCC is a child safe organisation. KWCC is committed to promoting and protecting the interests and safety of children. KWCC has zero tolerance of any form of child abuse. All staff working at KWCC are responsible for the care and protection of children and the reporting of information regarding child abuse.
- Prior to being appointed to this position it is required to provide full disclosure of any pre-existing injuries that might be affected by employment in this position.
- It is expected that all staff have the flexibility and willingness to work across KWCC's programs where required.
- This position requires a full and current NT Driver's Licence

This position is subject to a six-month probation period. It operates in conjunction with and forms part of the individual performance review. An initial review will take place three months following the commencement of employment and then at six months and then annually. This position is offered subject to ongoing funding. Salary Sacrifice is available to all full-time staff.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Executive Officer

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Date