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**NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC**

182 – 190 Wakefield St, ADELAIDE 5000

**JOB & PERSON DESCRIPTION**

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| **POSITION TITLE:** | **CLASSIFICATION LEVEL:**  |
| Link-Up Counsellor | NY Enterprise Agreement 2012 Health Services Level 3 or 4 (depending on qualifications and experience) |
| **PROGRAM:**  | **SECTION:** |
| Link-Up  | Social and Emotional Well Being |
| **TENURE/STATUS:**  | **LOCATION (if other than Wakefield Street Adelaide):** |
| Ongoing - Subject to funding |  |

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| **POSITION REPORTS TO:** | **WORKS CLOSELY WITH**: |
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| Team Manager Link-Up | The Link-Up team members and relevant staff from other Nunkuwarrin Yunti Programs |

1. **PURPOSE STATEMENT**

Nunkuwarrin Yunti aims to promote and deliver improvement in the health, social and emotional wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide*.* 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 Link-Up Program assists clients in supporting and uniting families and individuals who were removed under Australia’s past government policies and practices including people identified as Stolen Generations, adopted, fostered or institutionalised. The Link-Up Team provides culturally appropriate services including family tracing, case management, reunification, counselling, promotion state-wide and community awareness on the impacts of removals. Link-Up family reunion activities for clients take into account the context of Aboriginal people’s lives and implications of cultural separation on their identity and wellbeing.

The Link-Up Counsellor works in partnership with Link-Up caseworkers who are engaged in family research finding family and planning a family reunion anywhere in Australia. The counsellor’s role looks at supporting Link-Up clients on all aspects of their Link-Up journey of self and family discovery together with supporting those clients who have been reunited as part of the Link-Up post reunion services. The primary role is to:

* Support Link-Up clients at pivotal points of their journey from release of personal files to preparing for the reunion process. The counsellor is available to walk along side a client to support holistically the wellbeing of Aboriginal and Torres Strait Islander people who have been affected by past policies and forced removal.
* Provide a range of counselling services to clients using social and emotional assessment frameworks through all stages of the tracing and reunion process, as required by and agreed to by the client.
* Participate in the planning, development, implementation and promotion of counselling services through the establishment of a case management plan to ensure counselling services are delivered in a culturally safe manner.
* Work in partnership with Link-Up caseworkers and clients within a social and emotional well being counselling and narrative framework.
* Provide education/awareness presentations to the wider community regarding impacts of inter generational trauma through the removal from family and community.

**2. KEY RESPONSIBILITIES/DUTIES**

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

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| **KEY RESPONSIBILITIES**(Outputs of the job) | **PERFORMANCE MEASURES** (How will the quantity, quality or timelines be measured?)  |
| **Client Counselling and Support**Provide one to one and small group Counselling services to clients referred for counselling and support from Link-Up Caseworkers. Establish a referral network of professional counsellors, traditional healers and relevant health professionals.  | * Provide a broad range of culturally appropriate counselling services which includes assisting referred clients who are engaging in family tracing and reunions to manage inter-generational grief, trauma and relationship issues.
* Work in partnership with other Bringing Them Home /SEWB Counsellors, Nunkuwarrin Yunti counsellors, social workers, visiting professionals, staff, Indigenous and mainstream organisations.
* Making appropriate referrals to social workers and other alternative services where appropriate, inclusive of government and non-government social services.
* Undertaking home visits and outreach at other locations when appropriate.
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| **Promotion of Counselling Services**Participate in the planning, development, implementation and promotion of counselling services.  | * Actively contribute to the planning, development, implementation and promotion of counselling services which facilitate healing and wellbeing of Aboriginal and Torres Strait Islander individuals and families who have been affected by past government policies and practices of forced removal.
* Effectively engage the community by promoting awareness and therapeutic/educational programs about the history, social and emotional and other health impacts of forcible removal by conducting outreach and internal presentations and information sessions, as required.
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| **Facilitate group work with therapeutic activities**  | * Assist in the planning, development and implementation and evaluation of relevant Link Up client workshops and community event/activities.
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| **Professional Development**Ensure a professional counselling environment through delivering culturally safe services to Link-Up clients and their families. | * Attend professional development training courses in areas to effectively delivery of social and emotional wellbeing services to Link-Up clients.
* Attend professional meetings within Nunkuwarrin Yunti as required, eg. Narrative reflection, multi discipline meetings and de-briefing.
* Actively participate in workplace practice supervision meetings and other Program team meetings as required.
* Participate in training for self-care and undertake regular performance and development reviews.
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| **Administrative activities**.Contribute to the effective delivery of counselling services through ensuring compliance with a range of administrative and business practices which support Link-Up services. | * Ensure the administration of high quality counselling services are provided to clients by:
* The establishment of a comprehensive case management plan. The compliance of case note documentation guildelines, orderly files and records maintained in a confidential and accurate manner including up to date data on Foxtrot, Communicare.
* The completion of weekly work plans, monthly progress reports and thorough preparation for bi-monthly case management meetings with the Team Manager.
* Maintaining required timely and accurate paper based and electronic documentation of counselling notes consistent with professional standards.
* Contributing to the development and implementation of suitable policies and procedures.
* Providing monthly statistical reports and other reports including oral reports, as requested.
* Ensuring secure management of all client files and compliance with applicable privacy legislation and policies.
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**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.
* Require a minimum of two years demonstrated vocational experience in the relevant health field consistent with the position role and responsibilities.
* Experience in working with and a comprehensive appreciation of contemporary Aboriginal and Torres Strait Islander issues.
* 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 a clinical caseload of clients with high and complex needs.
* Proven well developed written and verbal communication skills and the ability to communicate respectfully and effectively with Aboriginal and Torres Strait Islander people.
* Demonstrated written and oral communication skills including:
	+ high level of written and verbal communication skills
	+ report writing
	+ Participation in public speaking/presentation activities and community development programs to small and large groups.
* Demonstrated ability to liaise and negotiate with other professionals and individuals in a variety of contexts.
* Availability to work out of hours when required i.e. reunions/community promotion;
* Availability to travel regularly (including air travel) when participating in reunions, conferences etc. This includes intrastate travel, rural and remote areas.
* Ability to competently use computer software especially word processing, data inputting and compilation of presentations.
* Knowledge of and demonstrated commitment to workplace diversity, workplace participation, Occupational Health & Safety, and a willingness to abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

**Desirable:**

* Diploma of Narrative Therapy
* Registered member of an appropriate professional body

**4. APPOINTMENT CONDITIONS**

**Special Conditions and Status**

* Full time permanent position, 38 hours per week.
* Out of hours work will be required i.e. reunions and community work
* Intrastate travel will be required.
* Current SA driver’s licence and willingness to drive in the course of work activities.
* Subject to 6 months satisfactory probationary period unless the appointee is a current employee of Nunkuwarrin Yunti and has complete the required probationary period prior to being appointed to this position.
* *Appointment at Level 4* requires four 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 undertaking training to a Diploma level qualification within 12 months of commencement.
* Salary Sacrifice, Superannuation Employer contribution.
* Appointment is subject to a satisfactory National Police Clearance Certificate.
* Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia’s Collective Agreement.

**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. OCCUPATIONAL HEALTH AND SAFETY**

Follow defined occupational 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. 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: / /**

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| **UNIT MANAGER****Name:****Signature:**  | **CHIEF EXECUTIVE OFFICER****Name:****Signature:** |