

POSITION DESCRIPTION

Position title	Counselor	Reference	
Award & Classification	SCHADS Level Award Level 6	Tenure	Refer to Letter of Engagement
Hours	Refer to Letter of Engagement	Reporting to	Manger, Counselling Services
Location	Ludmilla	Program	Resolve
Section		Cost Centre	80% - 2150 20% - 2500
Approved	Dave Pugh - CEO	Date	28 February, 2017
Comment			

AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our values of Integrity, Fairness, Respect, Community and Hope are demonstrated through our commitment to strength-based practice, cultural respect, child safety, social justice, community development and partnerships. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is an agency of the Anglican Church of the NT, formed to respond to the social needs of our diverse communities. We are a member of the Anglicare Australia network.

PURPOSE OF THE POSITION

As Counsellor at Resolve you will provide professional Counselling services for a diverse range of individuals and families in accordance with program objectives and funding guidelines.

Resolve is a cluster of government funded family relationship early intervention, trauma counseling, individual/ couples and family counseling and post separation programs which currently includes: Family Dispute Resolution service, Family Relationship Education & Skills Training, Parenting Orders Program and Victims of Crime counseling. In addition, mediation services are provided through sub contracts held with the Family Relationship Centre and the Federal Magistrates Court.

Resolve's commitment to integrating child inclusive and culturally relevant practices into Counselling and Family Dispute Resolution interventions is a signature aspect of this program cluster. Service delivery activity occurs primarily in Darwin with outlets in Nhulunbuy, Katherine and Alice Springs.

This position will be committed to the mission and embody the values of Anglicare NT and support core business by providing service, guidance and advice within the position's specialty area.

POSITION SPECIFIC REQUIREMENTS AND QUALIFICATIONS

1. The minimum qualification required is a Tertiary qualification in an appropriate social science discipline ie. Psychology or Social Work.
2. Significant counselling experience in relevant field
3. Northern Territory Working with Children Clearance (Ochre Card)
4. National Police Criminal History Report (less than 3 months old) with acceptable outcome

5. Northern Territory Drivers Licence
6. First Aid Certificate or willingness to obtain within 3 months
7. Relevant professional registration and/or eligibility for membership (Ex; AASW or APA)
8. Willingness to undergo National Child Protection Check

KEY SELECTION CRITERIA

1. Significant counselling experience in relevant field
2. Demonstrated interest in and commitment to working with child, adolescents and adult family members
3. Knowledge of relevant legislation such as the Family Law Act, Child Protection, Domestic/Family Violence related Acts/Bills, models of counselling and operational requirements of Family Relationship Services
4. Ability to deliver parenting education and family skills training session will be considered advantageous.
5. High level understanding of the provision of community services
6. Ability to work in a culturally relevant and child inclusive manner
7. Ability to work effectively with clients experiencing personal/relationship family issues
8. High standard of proficiency in the use of software packages (ie: Word, Excel, Access)

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1. Provision of Professional Counselling and Group Work Services

Responsibilities:

- Adhere to all relevant Federal and Territory legislation, contractual requirements, performance standards and funding guidelines.
- Provide professional counselling sessions to individuals, and families ensuring thorough safety and risk audits have been undertaken in terms of family violence/child protection/suicidality considerations.
- Maintain comprehensive client and service utilisation related documentation, ensuring data collection and client file records are up to date, in good order and filed correctly.
- Participate in team and organisational communications such as email groups, scheduled staff meetings, planning and review days, and organisational events as required.
- Work collaboratively with the team to address any client complaints or service improvement requirements resulting from internal or external evaluation processes.
- Participate in individual, peer and group supervision and performance appraisal processes as required.
- Maintain strong commitment to professional development, ensuring an up to date training & development plan is maintained.
- Represent the team and Anglicare NT on internal and external bodies as required.
- Complete timesheets, leave and higher duties requests within the specified time frames and in line with requirements.
- Acting higher/different lateral duties as required

2. Other Duties and Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- Adhere to Anglicare NT Policies and Procedures and general conditions of employment.

- Model Code of Conduct behaviours by working cooperatively and effectively with colleagues and other staff
- Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- Support activities related to Anglicare NT's Reconciliation Action Plan including participating in Aboriginal and Torres Strait Islander Cultural competency training and activities.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.
- Actively participate in supervision, performance reviews, professional development activities and training as required.
- Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.
- Other suitable duties as may be directed from time to time

DELEGATION OF AUTHORITY

- Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).