

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	Counsellor	
Unit:	Support and Research	
Department:	Information and Support	
Location:	202 Greenhill Road, Eastwood	
Manager:	Information and Support Manager	
Employment:	Part time (up to 0.8FTE, ongoing and/or 12mth contract)	
Last updated:	March 2024	By whom: Information and Support Manager

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies

Our core values are represented by three value statements:

 <p>Care</p> <p>We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.</p>	 <p>Integrity</p> <p>We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.</p>	 <p>Excellence</p> <p>We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.</p>
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Unit role and objectives

Support and Research

The Information and Support unit is responsible for a range of programs and services to advance the provision of supportive care for people affected by cancer. Programs aim to minimise the impact of cancer and/or improve quality of life.

Through a range of strategies, the unit will:

- deliver high quality, targeted support services to people with cancer and their families
- use existing evidence and generate new evidence to advance supportive care
- promote supportive care through partnerships, advocacy, and stakeholder engagement

Position overview

The primary focus of this role is to provide professional evidence-based counselling and contribute to programs which promote the psychological adjustment to cancer. Cancer Council SA's Counselling Service delivers counselling interventions by face-to-face or telehealth, to people affected by cancer, and their families.

The role may also contribute to and support other Cancer Council support services, where the focus is on improving the quality of life for people impacted by cancer. This can include group work and presentations to external stakeholders, such as consumers, health professionals and organisations, facilitating opportunities to assist in effective provision of supportive care and optimising utilisation of support services. Training for Cancer Council staff and volunteers in areas of communications with people affected by cancer, stress management and psychological wellbeing may also be required.

Reporting relationships

This position reports to:

Information and Support Manager

Number of staff reporting to position:

Nil

Key accountabilities (outcome based)

- provide best practice, evidence based, high quality counselling services to people impacted by cancer, their families and carers
- maintain focus on short term interventions on cancer-related issues, whilst being able to hold space for other non-cancer related issues and appropriately refer to other community support services.
- adhere to professional standards and policies relating to the provision of counselling such as duty of care, confidentiality, mandatory reporting, child protection and case recording
- ensure optimal counselling outcomes for people impacted by cancer, evidenced by active participation in:
 - clinical supervision
 - ongoing professional development
 - quality improvement activities
 - research projects

- team meetings
- bi-annual performance reviews
- collect data, in a timely and confidential manner, to allow for ongoing statistical analysis, organisational reporting requirements and evaluation of the Cancer Counselling Service
- be accountable for own professional development, including adherence to registration requirements, commitment to continuing professional development and participation in performance reviews
- participate in activities that foster continuous improvement such policy, planning, service development, evaluation of services and meetings (internal and external).
- apply the Cancer Council's Principles for Volunteer Involvement and Management when working with volunteer staff
- support and encourage team members to apply the Cancer Council SA values to their daily work

Protect your own health and safety and that of others by:

- complying with and actively contribute to the development of organisational policy and safety systems
- following reasonable instructions and training and complying with organisational policy and safety systems
- identifying and reporting workplace hazards and incidents to their supervisor
- complying with Cancer Council SA's OHS&W policies and procedures
- providing a safe working environment for all staff (paid and voluntary), contractors and invitees
- ensuring that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time

Special conditions

- the successful applicant must be a non-smoker
- intra/inter-state travel, out of hours and weekend work may be required
- appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance
- current driver's licence

Person specification (knowledge, skills and experience)

- tertiary qualification in psychology, social work, or counselling with minimum 2 years clinical experience and membership and registration with the Australian Health Practitioner Regulation Agency (APHRA) for Psychologist and/or membership with relevant professional bodies such as Australian Psychological Society (APS), Australian Association of Social Workers (AASW), or Psychotherapy & Counselling Federation of Australia (PACFA)

- demonstrated advanced practice skills in counselling, assessment and case management, with a demonstrated knowledge of complex psychosocial issues associated with a cancer diagnosis, treatment, palliative care and a developed understanding of issues faced by patients in rural and/or remote settings.
- experience using several evidence-based interventions (CBT, IPT, ACT, mindfulness based therapy, narrative, grief therapy etc)
- experience in grief, loss, and bereavement counselling
- understanding and competence in trauma informed practice
- demonstrated ability to appraise and critically reflect on clinical work and willingness to participate in clinical supervision
- demonstrated experience, confidence in using different delivery modalities in counselling, including office-based face to face, telephone and online counselling sessions with clients
- experience with working within a multidisciplinary team and ability to liaise effectively with internal and external stakeholders
- ability to work within a autonomously and willingness to engage in peer supervision and supportive work within small counselling team.
- high-level communication skills (both written and verbal) and the ability to build rapport and adapt approach according to the audience (clients, services, staff) and to document reports, case notes, plans and proposals that are evidence based
- demonstrated experience, confidence using and ability to learn web-based technology, including Microsoft Teams, email, and text messaging
- self-motivated and demonstrated ability to work autonomously and reliably achieve objectives

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____