|  |
| --- |
| **POSITION DESCRIPTION** |
| **Position Title:** | Counsellor |
| **Service/Facility/Department:**  | Mental Health & Wellbeing |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** MH&WB team including Coordinators, Service Managers, Intake and Assessment Officers, Administration Officers, Quality, Leaning & Workforce Development team, professional supervisors, Corporate Services |
| **External:** Government and Non-Government Organisations, clients and their families, and other stakeholders |

**Position Statement / Overall Purpose**

The overall purpose of the Counselloris to provide counselling to couples and families, adults and children to assist them manage relationship issues arising from relationship changes, separation or divorce etc.

The Counsellor will work with and support families and nurture children, especially those who are vulnerable and disadvantaged, to enable them to better manage life's transitions, ensure children at risk are protected and contribute to building stronger, more resilient communities. The services provided includes counselling; support; information, education and referral; group work and community development.

The Counsellor will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Check
* Current Blue Card with Yellow Card Exemption
* Current Queensland Driver Licence and own reliable vehicle
* Membership with APS, AASW, ACA or other relevant professional body
* Degree in Psychology, Social Work or similar
* Postgraduate qualifications in Psychology, Social Work, Human Services or similar (beneficial)
* Ability and willingness to travel within the service region

**Key Selection Criteria**

1. Evidence of well-developed knowledge and skills in counselling, including knowledge of relevant systems, processes, principles, key legislation and mainstream practices
2. Experience in client risk and outcome based assessments
3. Demonstrated experience providing solutions-focussed brief therapy interventions
4. Ability to work within a child-focussed and whole-of-family framework
5. Good interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people
6. Demonstrated ability to work collaboratively across a multidisciplinary team, including sharing knowledge and skills and contributing to a positive, successful and client-focused culture
7. Good organisational and planning skills in managing competing priorities in a busy environment

**Key Accountabilities and Responsibilities**

1. **Accountability: Service Delivery**

***Provide counselling to couples and families, adults and children, especially those who are vulnerable and disadvantaged***

**Responsibilities:**

* Work independently and exercise independent judgement on routine matters
* Maintain minimum case load in accordance with service policies and guidelines
* Provide current and accurate information resources and supported referral to clients
* Conduct outcomes-based and client risk assessments and maintain accurate and appropriate records
* Develop goals for counselling and case plans, provide relationship counselling and work with individuals, families and couples to increase self-awareness and knowledge of issues that impact on relationships and parenting
* When necessary provide service in an outreach capacity i.e. at schools, home visits etc. in
* Work within the quality assurance standards of Anglicare Southern Queensland and adhere to Anglicare Southern Queensland policy and legislative requirements, including co-payment collection and fee waivers
1. **Accountability: Team Participation, Development and Improvement**

***Contribute to the continuous quality improvement of the team***

**Responsibilities:**

* Ensure service targets are met in a timely manner and in accordance with service policies and guidelines
* Actively participate in team meetings, supervision, professional development activities and training opportunities
* Participate in scheduled individual and group clinical and operational supervision sessions, and case conferencing meetings
* Develop and maintain a current awareness and understanding of service policy and procedure and contribute to the development and improvement of such
* Work collaboratively with other staff on action research, service planning and associated projects, including data collection
* Maintain appropriate networks and attend network meetings on behalf of Anglicare
* Provide reports and updates to Management and participate in performance appraisals as required

**Other Duties and Requirements**

* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.