

## POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION

<b>Position Number:</b>	1025
<b>Designation:</b>	Counsellor Full-time/Part-time/Sessional, Family and Relationship Services
<b>Project:</b>	Family Relationship Services Program
<b>Location:</b>	Darwin/Katherine/Alice Springs
<b>Responsible To:</b>	Director Early Intervention Services Darwin or Director Alice Springs

### 2. STATEMENT OF RESPONSIBILITY

- The purpose of the position is to provide high quality ongoing counselling (and where applicable relationship education services) to individuals, couples, families and children. The position will involve working collaboratively within the Family and Relationship Services (FaRS) team to maintain excellent standards of practice, and may also involve some networking with other agencies.
- Actively participate in cultural safety and 'cultural fitness'.

### 3. KEY EFFECTIVENESS AREAS

#### SERVICE DELIVERY

1. Meet RANT's targets for completed counselling sessions and other activities as set for the position by the Director Early Intervention or Director Alice Springs
2. Provide a high quality of clinical services to individuals, couples, families and children.
3. Contribute to the effective functioning of the FaRS Team.
4. Co-facilitate relationship education courses where applicable.
5. Support the development of culturally sensitive and accessible counselling services to Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse clients.

#### Key Result Areas

- Active participation in the clinical program through direct service provision and membership of the therapeutic team.

## **STAFF TRAINING AND SUPPORT**

1. Maintain practice as a family and relationship counsellor with active participation in ongoing supervision.
2. Maintain self and professional development via accessing in-service training and other professional training opportunities as available
3. Contribute toward the professional activities of Relationships Australia NT (RANT) in particular projects approved by the CEO and in consultation with the Manager FaRS.
4. May provide supervision to a limited number of supervisees as part of a contribution to the professional activities of the organisation as required.
5. Maintain effective communication with RANT Management and colleagues.

### Key Result Areas

- Attend monthly individual and group supervision and maintain professional standards.
- Evidence of participation in professional development activities.
- Submission of recordings of clinical sessions to individual supervision and/or to Group Supervision and/or arranging for supervisor to sit in on client sessions (total of at least two per year), and participation in performance review every twelve months.
- Evidence of a contribution towards the professional activities of RANT.
- Establishment and maintenance of effective communication channels with RANT Management and colleagues.

## **GENERAL/ADMINISTRATION**

1. Carry out the policies and decisions of RANT Management.
2. Adhere to RANT policy and direction in all areas of professional conduct and services delivered.
3. Utilise computer systems to maintain Penelope (Client Information System) records, and to access RANT communication systems and information.
4. Maintain referral protocols with other community agencies, and other professional service providers.
5. Such other duties as RANT Management directs.

### Key Result Areas

- Adherence to smooth implementation of RANT policy, guidelines and administrative procedures.
- Penelope records accurately reflect activities and outcomes.
- **REPRESENTATION/LIAISON**
- Assist with the promotion of a positive image of the organisation.

- Promote RANT's services where appropriate, through professional and community networking, presentations, and other general public relations and promotional activities.

#### Key Result Areas

- RANT maintains a high profile in the district.
- Evidence of promotional and networking support being provided to the service.
- Moderate level of involvement with the community.

## **4. SELECTION CRITERIA**

### **A. Essential**

1. A tertiary qualification in Psychology or Social Work or other relevant qualification with supervised clinical experience.
2. Experience in counselling, group work and assisting individuals, couples, families and children across a broad range of issues including experience in the provision of services to those from diverse cultural backgrounds.
3. Knowledge of current theory and practice relating to relationship counselling including knowledge of the impact of family and domestic violence on individual, couples, families and the counselling process.
4. Proven ability to communicate effectively, both in writing and orally, with a wide range of people.
5. Proven ability to work as a member of a team, fostering the confidence and co-operation of others within the ethos and values of the organization, and a demonstrated commitment to ongoing professional development
6. Demonstrated competence in computer applications including word processing, use of data bases, electronic diary, email and web searches.
7. Some work outside normal office hours may be required in the facilitation of Relationship Education courses or the provision of after-hours counselling appointments, one evening per week. In this instance, you will start and finish work late.

### **B. Desirable**

8. Experience in the planning, preparation and delivery of group work/education services.
9. Experience in agency representation in networks, forums and community groups.

***It should be noted that Position Descriptions are under constant review and may be changed by the Chief Executive Officer, after consultation, at any time.***