



## Relationship and Family Counselling Coordinator

---

Full time

Salary packaging available

CatholicCare Social Services is seeking a qualified person for the position of Relationship and Family Counselling Coordinator. The Relationship and Family Counselling Program operates from our offices at Parramatta, Blacktown, Penrith, and Castle Hill and Emerton outreach centres. Some evening work will be required.

The Relationship and Family Counselling Program assist couples, individuals, children and families to develop and maintain safe, supportive, healthy and enriching relationships.

The preferred applicants should be eligible for membership to any relevant professional associations (i.e. APS, AASW, CAPA), and will be subject to a National Criminal History Record Check and a Working with Children Check.

**To be considered for this position you must submit a detailed resume and response to the selection criteria as outlined in the Information Package.**

To obtain an information package visit [www.ccss.org.au](http://www.ccss.org.au) or email [careers@ccss.org.au](mailto:careers@ccss.org.au)

Applications Close **December 9<sup>th</sup>, 2011**

## Relationship and Family Counselling Coordinator

---

CatholicCare Social Services is seeking a qualified person for the position of Relationship and Family Counselling Coordinator. The Relationship and Family Counselling Program operates from our offices at Parramatta, Blacktown, Penrith, and Castle Hill and Emerton outreach centres. This is a permanent full time position depending on ongoing funding. Some evening work will be required.

### Selection Criteria

#### Essential:

- Tertiary or Post Graduate qualifications in the social sciences, social work, psychology or counselling
- Experience in counselling individuals, couples and families
- Proven ability to supervise staff members
- Proven ability to multitask and liaise with multiple stakeholders
- Understanding of the issues involved in post-separation parenting
- Understanding of issues and needs of culturally and linguistically diverse and emerging communities
- Willingness to work within the ethos of CatholicCare Social Services

#### Desirable:

- Post graduate qualifications in couple and family counselling
- Experience in counselling Children
- Experience in facilitating or co-facilitating psycho-educational groups

The preferred applicant will be subject to a National Criminal History Record Check & a Working with Children Check.

**To be considered for this position you must submit a detailed resume and a separate response to the selection criteria as outlined in the information package.**

To obtain an information package visit [www.ccss.org.au](http://www.ccss.org.au) or email [careers@ccss.org.au](mailto:careers@ccss.org.au)

Applications close **December 9<sup>th</sup>, 2011**



## POSITION DESCRIPTION

<b>POSITION:</b>	Relationship and Family Counselling Coordinator
<b>AWARD:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>CLASSIFICATION:</b>	Grade 4-5
<b>REPORTS TO:</b>	Manager Counselling Services
<b>SERVICE:</b>	Relationship and Family Counselling

---

### **Position Objective**

The purpose of this position is to coordinate the administration of the Family and Relationship Counselling Program; to coordinate the Keeping Kids in Mind Case Management program; and to provide professional counselling to individuals, couples and families, including children that are clients of Relationship and Family Counselling Program.

---

### **Responsibilities**

- To coordinate the administration of the service delivery of the Relationship and Counselling Program according to agency policies and procedures and funding body requirements.
- To coordinate the administration of the service delivery of the Keeping Kids in Mind Case Management Program.
- To lead the Relationship and Family Counselling staff to work as a team and to assist them to take individual responsibility for their performance with integrity and diligence.
- To assist couples, families and individuals to make changes within their relationships, and within themselves, to enhance the quality of their relationships.
- To assist children whose parents' relationships are conflicted or broken down, to live in their families in a way that is least detrimental to their emotional and general well-being.

---

### **Duties**

- Counsel couples, individuals and families to improve their relationships. This can include face to face sessions, counselling by telephone, and home visits when determined as necessary and appropriate.
- Provide case management to parents as part of the Keeping Kids in Mind program and according to KKIMCM guidelines.
- Refer clients to appropriate external services, as required.
- Advocate for clients so that they obtain their entitlements from or gain access to specialised services.
- Facilitate or co-facilitate education/support/counselling groups.
- Maintain the required caseload.
- Receive clinical and administrative supervision.
- Record client information, case notes as required.
- Promote collaborative team work
- Provide administrative supervision to the RFC counselling team.
- Complete and coordinate the FRSP online data entry, as required.
- Attend branch and relevant team meetings, and co-ordinate RFC team meeting.
- Conduct file audits
- Conduct performance appraisals of RFC staff in conjunction with clinical supervisors.
- Maintain and monitor the RFC program statistics.
- Coordinate and collate client feedback forms (RBA) for RFC program.

- Provide monthly reports to Manager of Counselling services as required.
- Provide clinical supervision to external supervisees.
- Participate in interagency meetings and liaise with other stakeholders.
- To undertake other duties as required consistent with aims and objectives of the service, and that are within your skills and capacity to undertake.

---

**Competencies**

- Counselling and Psychological theory
- Professional counselling practice
- Eligibility for membership of relevant professional association
- Understanding of the needs of culturally and linguistically diverse and emerging communities
- Leadership Skills
- Advanced computer skills
- Excellent organisation skills
- Strong verbal and communication skills
- Strong time management skills

---

**Qualifications**

- Four year degree in Social Work, Psychology, or Masters of Counselling or equivalent.
- Post Graduate studies in Couple and Family Counselling

---

**Selection Criteria:****Essential:**

- Tertiary or Post Graduate qualifications in the social sciences, social work, psychology or counselling
- Experience in counselling individuals, couples and families
- Proven ability to supervise staff members
- Proven ability to multitask and liaise with multiple stakeholders
- Understanding of the issues involved in post-separation parenting
- Understanding of issues and needs of culturally and linguistically diverse and emerging communities
- Willingness to work within the ethos of CatholicCare Social Services

**Desirable:**

- Post graduate qualifications in couple and family counselling
- Experience in counselling Children
- Experience in facilitating or co-facilitating psycho-educational groups

---

**It is expected that all duties will be carried out in accordance with the Vision, Mission and Values, Code of Conduct, Strategic Plan, Business Plan, Policies and Procedures of CatholicCare Social Services.**

**Section 2: Agency Guidelines**  
**Document number: 2.1**  
**Issued: February 2011**  
**Contact: Business Manager**  
**Phone Number: 02 9933 0222**

---

**1. MISSION**

The primary task of CCSS in the Parramatta Diocese is to provide social services in the spirit of Christ to support people, relationships and communities as together we strive for justice and empowerment.

**2. VISION**

Our vision is for individuals, families and communities to be strengthened and to live in safety and harmony, where there is respect of individual rights and responsibilities and the dignity, equality and participation of each person is promoted. Australian Indigenous Community has a special place as our First Nation People.

**3. VALUES**

We journey with our people by:

- Respecting the dignity, worth, diversity, cultures and beliefs of all people including the Australian Indigenous Community;
- Recognising the rights and responsibilities of all people;
- Working for fairness, equality, access and justice for all people;
- Being honest and accountable in our work.