



Senior Counsellor

Maternity Leave Position

Part-time (21 hours)

Salary packaging available

CatholicCare Social Services is seeking a qualified person for the position of Senior Counsellor. The Counselling Programs operate from our offices at Parramatta, Blacktown, Penrith, and Castle Hill and Emerton outreach centres. This position will be principally based at our Blacktown branch. Some evening work will be required.

The senior counsellor assists couples, individuals, children and families to develop and maintain safe, supportive, healthy and enriching relationships; and raises awareness of problem gambling in the sector and the community.

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 below.

Applications Close COB **20th February, 2012**



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Selection Criteria:

Essential:

- Tertiary or Post Graduate qualifications in the social science, social work, psychology or counselling.
- Counselling experience.
- Experience in counselling couples or families.
- Willingness to work within the ethos of CatholicCare.
- Experience in clinical supervision.
- Understanding of issues and needs of culturally and linguistically diverse and emerging communities.
- Experience in facilitating or co-facilitating psycho-educational groups.

Desirable:

- Post graduate qualifications in couple and family counselling.
- Experience in counselling Children.
- Knowledge in Case Management.

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 or email careers@ccss.org.au

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POSITION DESCRIPTION

POSITION:	Senior Counsellor
AWARD:	Social and Community Services Employees (State) Award
CLASSIFICATION:	Grade 5
REPORTS TO:	Manager Counselling Services
SERVICE:	Counselling Services

Position Objective

The purpose of this position is to provide professional counselling to individuals, couples and families, including children to develop and maintain safe, supportive and enriching relationships. The Senior Counsellor will have supervision responsibilities and will assist the counselling team with opportunities of ongoing professional development and training opportunities.

Responsibilities

- To assist couples, families and individuals to make changes within their relationships, and within themselves, to enhance the quality of their relationships.
- To assist couples and individuals whose relationship with their partner has broken down irretrievably to end that relationship with minimum trauma to themselves or any children of the relationship.
- 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.
- To ensure good counselling practice of other counselling staff members through clinical supervision and by example.

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.
- Refer clients to appropriate external services, as required.
- Advocate for specific clients so that they obtain their entitlements from or gain access to specialised services.
- Provide clinical supervision to other counselling staff members and students.
- Provide supervision to external supervisees as negotiated with the manager.
- Take the responsibility for developing clinical competencies of Staff and the implementation of new and creative clinical interventions.
- Facilitate or co-facilitate education/support/counselling groups.
- Maintain the required caseload.
- Receive clinical and administrative supervision.
- Record client information, case notes and statistical records, as required.
- Complete FRSP online data entry, as required.
- Attend branch and team meetings.
- Promote the application of the program guidelines and procedures.
- Contribute positively to the development of the operational plan of the program.
- Promote collaborative teamwork.

- Conduct files audits.
- Participate in performance appraisals of supervisees with manager.
- Attend and positively represent the agency and the program at Interagency and other external meetings as required.
- 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
- Understanding of gambling addictions
- Strong verbal and written communication skills
- Strong time management skills
- Good level of computer literacy

Qualifications

- Four year degree in Social Work, Psychology or a Masters of Counselling
- Post Graduate studies in Couple and Family Counselling
- Training in Clinical Supervision

Selection Criteria:**Essential:**

- Tertiary or Post Graduate qualifications in the social science, social work, psychology or counselling.
- Counselling experience.
- Experience in counselling couples or families.
- Willingness to work within the ethos of CatholicCare.
- Experience in clinical supervision.
- Understanding of issues and needs of culturally and linguistically diverse and emerging communities.
- Experience in facilitating or co-facilitating psycho-educational groups.

Desirable:

- Post graduate qualifications in couple and family counselling.
- Experience in counselling Children.
- Knowledge in Case Management.

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.