



POSITION DESCRIPTION

1. POSITION DETAILS

Position Title	Child and Family Counsellor and Program Manager
Company	Yugul Mangi Development Aboriginal Corporation (YMDAC)
Location	Ngukurr, NT
Reports to	Director of Social Services- Stronger Communities Program
Supervises	Nil
Position Type	Full Time
Award & Classification	Social, Community, Home Care and Disability Services Industry Award 2010 - \$83,000 Level 5 – Pay Point 1

2. ABOUT THE JOB

The social, emotional and cultural wellbeing, safety, happiness and quality of life of the children, young people and their families is extremely important and contributes to the wellbeing of the Ngukurr community as a whole. YMDAC has a strong focus on providing culturally responsive, trauma informed approaches to the delivery of programs which are approved by the YMDAC Board of Directors and guided by YMDAC's Strongbala Pipul Wanbala Bois Komiti (SPWBK) steeped in cultural authority and community-led governance.

The Child and Family Counsellor and Program Manager will be responsible for providing high quality, strengths based, evidence-informed and culturally appropriate counselling. They are also responsible for developing the Child and Family Counselling Program and its staff as a social and emotional wellbeing service to children, young people, and their families in Ngukurr.

The Child and Family Counsellor and Program Manager will respect and value the resilience, strengths, skills and knowledge of the community to better understand the stress, worry, fear and pressure that children and young people and their families may face. Working together, to listen and learn how these can be addressed in the most effective, culturally appropriate and safe ways to support their emotional wellness, health, safety and healing. Services delivered may include restoring wellbeing and healing through individual and family counselling, facilitating group work that strengthens families, raising community awareness, working closely with other programs, services and agencies.

The Child and Family Counsellor and Program Manager will be managed by the Director of Social Services, YMDAC. The position will be supported by the Cultural Governance Manager, YMDAC and Anglicare NT (YMDAC's partner agency). The role will involve working together with the YMDAC Intensive Family Support Service and Youth and Families programs including Family Violence programs, the Ngukurr CEC, Child and Family (Guluman) Centre and other community-based services to better understand and respond to the needs, family violence and mental health of children, young people and their families in the community, to improve their social and emotional wellbeing.

The Child and Family Counsellor and Program Manager will uphold the values of YMDAC and provide quality services within the scope of the position and associated responsibilities.

3. MAIN TASKS

Providing Counselling to children, young people and families

- Provide culturally safe, responsive and appropriate individual and group counselling sessions to ensure the best possible outcomes for children, young people and their families.
- Liaise and work collaboratively with parent/carers and service providers to identify support needs of children and young people with a focus on their safety and well-being and refer where appropriate to specialised programs or services when required.
- Complete documentation including case notes, client records and data collection in a professional and timely manner.
- Undertake thorough safety and risk assessments in line with Risk Assessment and Management Procedures and escalate identified risks and meet to review risk assessments and the development of safety plans in line with the Risk Assessment and Management Procedures.

Group Work

- Develop, organise, facilitate and evaluate culturally safe and appropriate evidence-based group work programs.
- Collate participant feedback and review programs.
- Flexibility around working hours to deliver group work and educational programs as required.
- Ensure that counselling and groupwork is directed at enhancing the individual's capacity for achieving personal well-being and strengthening connections to natural supports within the family and community as a collective.
- Maintain a high level of confidentiality and appropriate client documentation and information to meet organisational, legislative and funding requirements.

Contributing to the development of community-based healing programs

- Develop the Child and Family Counselling Program and support existing programs to improve the wellbeing of children, young people and families.
- Work collaboratively within YMDAC, SPWBK and other local community and regional services through regular inter-agency meetings to establish a strong network and links, in order to develop appropriate programs and refer to relevant services for ongoing support of children and their families with a focus on safety and well-being. This includes co-design and co-development of programs with community and stakeholders.
- Raise awareness of the service within the community and participate in relevant community activities as required, including representing YMDAC at external activities (interagency meetings, forums, presentations etc) and internal working parties as requested.

Other parts of the job that contribute to the team, organisation and improvement of programs

- Learn about how the YMDAC runs and work in a way that helps them to achieve their goals.

- Upskilling and assisting in the professional development of Child and Family Counselling Program staff.
- Participate and contribute to planning, evaluation and continuous quality improvement activities including the review of policies and procedures, service and practice development.
- Follow the directions of the Director, Social Services under the guidance of the SPWBK and be willing to undertake other tasks as directed by the Director, Social Services commensurate with your skills and qualifications including different duties, additional projects, etc
- Participate in supervision, employee performance review and development processes and undertake approved training.
- Work with the YMDAC team to address any client complaints or service improvement requirements resulting from internal or external evaluation processes.

Workplace Health & Safety

- Adhere to YMDAC Code of Conduct and Mandatory reporting policies and contractual requirements, funding and program guidelines, policies, and procedures in line with regulations and legislation as well as EEO and employment diversity principles and practices.
- Ensure 100% of incidents and injuries are reported and corrective actions are taken in accordance with WHS policy.

4. SELECTION CRITERIA - WHAT WE LOOK AT WHEN WE PICK SOMEONE FOR THE JOB

1. Hold a higher education (tertiary) qualifications in social science discipline such as Psychology, Social Work or Counselling with eligibility for membership/credentialing with relevant professional / registration body.
2. Demonstrated experience of providing culturally responsive social and emotional wellbeing counselling supports to Aboriginal and Torres Strait Islander children, young people and families with in-depth knowledge of contemporary mental health issues.
3. Demonstrated commitment to child and family focus principles of service delivery.
4. Demonstrated knowledge and understanding of issues affecting Aboriginal communities, families, young people, and children and commitment to working respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
5. Preferred experience working in a remote Aboriginal Community setting. The position requires a high level of cultural competency.
6. Well-developed knowledge of contemporary service provisions including culturally responsive and safe theoretical frameworks, practice models, standards, and continuous quality improvement processes, which support the provision of individual and group counselling programs.
7. Sound knowledge of relevant NT and Australian Government legislation surrounding Child Protection, domestic and family violence and mandatory reporting requirements.
8. Well-developed written and verbal communication skills and ability to communicate with a diverse range of people and to produce quality reports, timely case notes and official correspondence.
9. Demonstrated ability to support and mentor work colleagues by sharing your skills, knowledge and strengths.

- 10. Ability to maintain professional boundaries and confidential client, staff and organisational information in accordance with professional practice requirements and appropriate legislation.
- 11. Ability to develop and maintain effective relationships with a range of stakeholders.

General Requirements

- 1. Demonstrated adherence to legislation, policies, Code of Conduct, procedures and general conditions of employment including, a commitment to EEO, WHS, risk management and quality improvement practices.
- 2. Comply with program guidelines, work plans, budget, data and reporting requirements.
- 3. Embrace organisational values, work co-operatively and help sustain a respectful workplace.
- 4. Keep up to date with workplace communications, staff meeting records and the intranet.
- 5. Contribute to planning, evaluation and continuous quality improvement activities.
- 6. Participate in supervision, performance reviews and undertake approved training.
- 7. Maintain attendance, payroll and leave records in accordance with procedures.
- 8. The successful applicant is to hold a working with children (WWC) clearance notice (Ochre card) and provide a National Police History Check.
- 9. Northern Territory Driver's Licence.
- 10. First Aid Certificate (or willingness to obtain within agreed timeframe).

5. EMPLOYEE ACCEPTANCE

Name of Employee	
Date of Commencement	
Signature	
Date	