JOB DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

Date reviewed: July 2012

POSITION TITLE: Neurofeedback Counsellor

TEAM: Clinical Team

LOCATION: Carramar

AWARD: “NSW (Non-Declared) Affiliated Health Organisations’ Professional and Associated Staff Agreement”.

CLASSIFICATION: Psychologist or other relevant Award

A generous salary packaging scheme is also offered.

FULL TIME / PART TIME Full time

CONTRACT PERIOD 12 months locum position

PERIOD OF APPRAISAL: Probation appraisal within 6 months thereafter annually

Background to STARTTS

NSW STARTTS has been providing services to survivors of torture and trauma from refugee and refugee-like backgrounds in NSW since 1988. The STARTTS mission is:

To develop and implement ways to facilitate the healing process of survivors of torture and refugee trauma and to assist and resource individuals and organizations who work with them to provide appropriate, effective and culturally sensitive services.

STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; bodywork such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

STARTTS Neurofeedback Clinic was established in 2007 to provide EEG assessment and neurofeedback treatment to survivors of torture and trauma. STARTTS has found that the application of neurofeedback coupled with psychotherapy has produced positive results with a group of clients who have severe chronic trauma responses. Neurofeedback has been used with children, young people and adults. The success of neurofeedback with clients experiencing chronic trauma responses is based on a developing understanding of brain activity, the impact of traumatic experiences on brain functioning and the adaptability and plasticity of the brain.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Senior Neurofeedback Counsellor, Clinical Services Coordinator
QUALIFICATIONS AND EXPERIENCE:

Essential:

1. Tertiary Qualifications in Psychology, Counselling Social Work or another relevant Allied Health discipline
2. Thorough knowledge of the culture, history, and current issues of refugee communities in NSW.
3. Understanding of refugee issues, and the effects of torture and trauma on clients, their families and communities
4. Demonstrated counselling experience in a multicultural context, particularly in work with children and adolescents
5. Demonstrated experience and ability to advocate, cooperate and liaise with school personnel including counsellors, teachers and parents.
6. Qualified training (or experience) in Neurofeedback therapy and willingness to undertake further Neurofeedback Training (including EEG training).
7. Demonstrated high level verbal and written communication skills including computer literacy.
8. Commitment to Human Rights, EEO, OHS and Safe Work Practices

Desirable:

1. Experience in family interventions.
2. Current NSW Drivers License

This position is considered child-related employment and will require a Working With Children Background Check.

BRIEF DESCRIPTION OF ROLE

The main role of Neurofeedback Counsellor is to provide assessment, counselling and neurofeedback therapy to the referred clients. Neurofeedback counsellor is also responsible to provide EEG assessment when appropriate and to participate in the research projects and provision of training related to neurofeedback.

PRIMARY OBJECTIVES:

1. Identify traumatised people in refugee communities in NSW and provide assessment, referral, counselling and Neurofeedback services as directed.
2. Identify needs of torture and trauma survivors from refugee communities in NSW.
3. Develop, implement and evaluate strategies while working with children and adults in the Neurofeedback therapeutical frame work
4. Collaboratively work within STARTTS Systemic Bio-Psycho-Social approach and cooperate with counselling, community work, body work, and other sessional staff at STARTTS while treating clients by Neurofeedback and other therapeutic interventions.
5. Provide EEG assessments and Neurofeedback treatment when appropriate.
6. Provide consultancy and training to relevant agencies seeking to refer people from affected refugee communities.
7. Participate in FastForWord research and other projects related to the Neurofeedback sub-team.
8. Provide other appropriate assessment and treatment to refugee survivors when required.

PRIMARY DUTIES:

1. Administration
   1.1 Comply with STARTTS and Department of Health policies and guidelines
   1.2 Adhere to STARTTS procedures and protocols
   1.3 Assist in the evaluation and effectiveness of the services provided
2. Personal
   2.1 Participate in regular staff appraisals

3. Reporting
   3.1 Prepare reports on services relating to areas of work as required
   3.2 Provide statistical information and maintain records of interventions

4. Quality assurance
   4.1 Actively participate in Quality assurance activities undertaken by STARTTS

5. Routine
   5.1 Undertake training on Neurofeedback and allied treatments for refugees who are survivors of torture and trauma and their families.
   5.2 Undertake training about the effects of torture and trauma and the approaches to service provision required by for refugees who are survivors of torture and trauma and their families.
   5.3 Provide Neurofeedback treatment to adults, children and adolescents survivors of torture and trauma.
   5.4 Work with schools and other health and welfare organizations to provide relevant service directions for children and adolescents survivors of torture and trauma treated by Neurofeedback.
   5.5 Share knowledge, skills and expertise related to Neurofeedback treatment with referring professionals.
   5.6 Undertake regular case review and follow-up of clients treated by Neurofeedback with relevant staff from STARTTS and/or other agencies involved.
   5.7 Attend meetings relevant to areas of duties.
   5.8 Participate in educational and professional development programs.
   5.9 Participate in relevant research projects.
   5.10 Perform other duties as required.

Work Health & Safety responsibilities:
- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (ie the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the STARTTS Risk Management Policy and Program.

HEALTH SERVICE SMOKING POLICY
STARTTS supports the Department of Health’s Policy of Non-Smoking by prohibiting staff, clients and visitors from smoking within STARTTS’ premises or vehicles.

I have read the Neurofeedback Counsellor Job Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS’ policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

Employee Name: __________________________________________

Please print

Employee Signature: ___________________________ Date: _________________

CHIEF EXECUTIVE OFFICER:  Jorge Aroche

Signature: ___________________________ Date: _______________________

NEXT REVIEW DUE: July 2014