

POSITION DESCRIPTION

Position Number:	1025
Position Title:	Counsellor
Position Type:	Full Time, Fixed Term – 12 months
Location:	Darwin
Direct Reports:	Nil
Responsible To:	Program Manager Family and Relationships Service

About Relationships Australia Northern Territory

Relationships Australia Northern Territory (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services, which are for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances.

Our clients are often dealing with complex and sensitive situations so we look for employees who are understanding, knowledgeable and genuinely care about the wellbeing of others.

Vision

Relationships Matter - Respectful Relationships can empower people to belong, connect and have meaning and confidence to meet the challenges of our time.

Purpose

To embrace and improve individual, family and community wellbeing through our supportive, professional and culturally appropriate counselling, mediation and family meetings.

Values

We value

We demonstrate this by:

RESPECT:

Respecting the rights of individuals, families, stakeholders, our clients and our employees, to make informed choices.

ABORIGINAL & TORRES STRAIT ISLANDER:

Supportive two-way learning to strengthen our services, by embracing culturally innovative service provision and employment for First Nations people.

INTEGRITY:

Providing services which are appropriate, supportive to client and community needs and which adhere to the highest ethical standards.

SOCIAL JUSTICE:

Promoting and pursuing a society which is equitable and inclusive.

EXCELLENCE:

Pursuing excellence through critical and continuous reflection, professional and organisational development, best practice and innovation.

DIVERSITY:

Advocating inclusiveness to all regardless of age, gender, race, sexuality, disability, religion and any other unique talent.

Summary of Position

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.

Within this role, you are required to meet and comply with the Behaviour Standards outlined in our Safeguarding Children and Young People Practice and Behaviour Guidelines, and actively participate in cultural safety and “cultural fitness”.

Key Duties and Responsibilities

- Provide a high quality of clinical services to individuals, couples, families and children.
- Attend monthly individual and group supervision and maintain professional standards.
- Maintain effective communication with RA-NT Management and colleagues.
- Adhere to RA-NT policy and direction in all areas of professional conduct and services delivered.
- Deliver services that are appropriate for people of the Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse communities, in a culturally sensitive and respectful way.
- Clinical sessions to be recorded and submitted as part of individual supervision and/or to Group Supervision and/or arranging for supervisor to sit in on client sessions.
- Meet RA-NT's targets for completing counselling sessions and other activities as per position requirements.
- Maintain professional development via accessing in-service training and other professional training opportunities.
- Ensure confidential case notes and data management is maintained within the Client Information System.
- Support the referral process when engaging with other community agencies and service providers.
- Co-facilitate relationship education courses as and when required.
- Promote RA-NT's services where appropriate, through professional and community networking opportunities.
- Contribute toward the professional activities of RA-NT in particular projects approved by the CEO and in consultation with the Manager of FaRS.
- Any other duties requested at the discretion of the Manager of FaRS.

Qualifications and Experience

Essential

- A tertiary qualification in Psychology, Social Work or other relevant field.
- Demonstrated 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.
- Knowledge of current theory and practice relating to relationship counselling including the impact of Family and Domestic Violence.
- Proven ability to communicate effectively, both in writing and orally, with a wide range of people.
- Experience of working as a member of a team, fostering the confidence and co-operation of others, and a commitment to ongoing professional development
- Demonstrated competence in computer applications including word processing, use of data bases, electronic diary, email and web searches.

Desirable

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

Requirements

- A satisfactory Northern Territory working with children's check.
- A satisfactory National Criminal History Check.
- Possession of a current NT Driver's Licence.
- A commitment to our Safeguarding Children Practice and Behaviour Guidelines.

Corporate

Physical Resources

- Take care of physical resources during employment with RANT including IT, vehicles, equipment and related items.

Systems

- Comply with RANT corporate systems, policies and procedures.

Work Health and Safety

- Demonstrated safe work practices for personal health and safety, and the health and safety of others in line with Work, Health and Safety requirements.
- Comply with any reasonable instruction and co-operate with any reasonable policy or procedure of the organisation relating to health or safety in the workplace.

Please note that Position Descriptions are under constant review and may be changed by the Chief Executive Officer, after consultation, at any time.

Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:









Date:

<i>Reviewed by:</i>	<i>Human Resources</i>	<i>October 2020</i>
<i>Review due by:</i>	<i>Human Resources</i>	<i>October 2022</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	<i>October 2020</i>

Basic Employment Conditions for – Counsellor, Family and Relationships Service

Place of Employment:	Darwin
Probationary Period:	6 months
Salary:	\$80,398.24 to \$87,698.00 per annum (Levels 5.1 to 6.1) depending on qualifications and experience
Hours of Work:	Full time, 12 Months Fixed Term 8.30am to 5.00pm Monday, Tuesday, Wednesday and Friday, 11.00am to 7.30pm Thursday
Superannuation:	9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992

Benefits and Entitlements

Salary Packaging: 	As a Public Benevolent Institution (PBI) RANT can offer up to \$15,899 per annum pro rata of the salary, tax-free as a fringe benefit (Conditions Apply).
Entertainment Benefits: 	As part of the Salary Packaging RANT can offer up to \$2,650 per annum pro rata of the salary, tax-free as a fringe benefit (Conditions Apply).
Annual Leave: 	5 weeks per annum pro rata. Leave Loading of 17.5% will be payable on annual leave per annum pro rata. In addition, 3 days of leave (without Leave Loading) are given between Christmas and New Year during the RANT Office Closure.
Long Service Leave:	As per the NT Long Service Leave Act.
Personal & Parental Leave: 	10 days per annum pro rata for personal leave and up to 6 weeks paid parental leave per annum pro rata.
Professional Development: 	Staff development in accordance with RANT guidelines (\$3,000 – total of 10 days PD leave pro rata). PD is accessible after three months of continuous service.
Wellbeing Allowance: 	\$200 per staff member per financial year as part of the organisations commitment to improve the health of its employees, paid upon production of receipts.
Relocation Allowance: 	An allowance of up to \$2,000 is payable if relocating from interstate (Conditions Apply).
Cultural Fitness: 	A number of events are organised throughout the year to promote and celebrate diversity.