

POSITION DESCRIPTION

Position Number:	1072
Position Title:	Manager of Counselling Services, Alice Springs
Position Type:	Full-Time
Location:	Alice Springs
Direct Reports:	4
Responsible To:	Director, Alice Springs

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

The Manager of Counselling Services has the responsibility for managing two teams within the Alice Springs office:

Holding Children Together (HCT) team who deliver therapeutic interventions for children who have experienced hurt or trauma and their parents and/or their significant carers. Service delivery includes individual, family and group work with a focus on early response and prevention strategies. The eligible age range for the children varies depending on the program they sit within; either 5-12 years or 12-17 years.

Family and Relationships Services (FaRS) team who provide counselling and relationship education services to individuals, couples, families and groups.

This position also works closely with other Managers based in Darwin, in order to provide support to their team members based in the Alice Springs office.

In the performance of this role, you are required to comply with the Safeguarding Children and Young People Practice and Behaviour Guidelines and to participate in cultural fitness activities.

Key Duties and Responsibilities

- Oversee protocols and clinical practices for service delivery as outlined in the applicable service agreements and RA-NT standards of practice.
- Coordinate general administration of the HCT and FaRS programs including the writing of reports, submissions and correspondence when required.
- Provide regular individual line management meetings for the HCT and FaRS teams and be a point of contact between staff and managers across the two offices.
- Provide individual and group supervision in counselling and other areas of clinical practice as required.
- Maintain own counselling caseload.
- Represent RA-NT and promote its services through professional and community networking, presentations, and other general public relations and promotional activities.
- Participate in internal and external meetings as required.
- Utilise computer systems to maintain client data records and to access RA-NT communication systems and information.
- Evaluate and review practice and undertake specialist service development that expands the range of services available and identifies new market opportunities.
- Work with other Managers to plan and implement change ensuring all team members are kept informed.
- Engage in effective communication with other Managers based in the Darwin office, and liaise with the respective members of staff.
- Communicate with Directors and Managers across the two sites to align work plans, internal processes and manage service delivery demand effectively.

Qualifications and Experience

Essential

- Tertiary qualification in Social Work, Psychology or Counselling/Therapist equivalent.
- Eligibility for APS, AASW or other equivalent counsellor/therapist professional membership.
- Demonstrated experience in management of staff including recruitment, retention and industrial relations issues and challenges.
- Demonstrated leadership and team development skills and ability to manage a range of diverse projects.
- Demonstrated experience in counselling adults, families and children.
- Knowledge and understanding of trauma-informed practice including theories of child development, trauma theory and attachment theory.

- Ability to undertake professional and community liaison and networking with the community, service providers and government agencies.
- Ability to provide and monitor the clinical supervision of staff.
- High level written and verbal communication skills including the ability to represent the programs and organisation externally.
- Experience or sound understanding of the provision of culturally sensitive services to Aboriginal people.
- NT Driver's License

Desirable

- First Aid Certificate

Requirements

- A satisfactory Northern Territory working with children check.
- A satisfactory national criminal history check.
- A commitment to our Safeguarding Children Practice and Behaviour Guidelines.

Corporate

Physical Resources

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

Systems

- Comply with RA-NT 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>September 2021</i>
<i>Review due by:</i>	<i>Human Resources</i>	<i>September 2023</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	<i>September 2021</i>

Basic Employment Conditions for – Manager of Counselling Services, Alice Springs

Place of Employment:	Alice Springs
Salary:	Level 7.1 of the Social, Community, Home Care and Disability Services Award at an annual salary of \$100,260.16
Fixed Term:	Full Time, 12 months fixed term (with the possibility of extension)
Hours of Work:	Monday to Friday, 8.00am – 4.30pm (1 hour lunch). This is negotiable
Superannuation:	10.0% as per Commonwealth Superannuation Guarantee [Administration] Act 1992

Benefits and Entitlements

Salary Packaging: 	As a Public Benevolent Institution (PBI) RA-NT 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 RA-NT 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 RA-NT 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 RA-NT 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.