



JOB DESCRIPTION

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| Position Title: | Trainee Aboriginal and Torres Strait Islander Counsellor Disability Royal Commission Counselling and Support Program |
| Position Type: | Full time, fixed term, 12-month contract |
| Location: | Deakin , ACT |
| Reporting Relationships: | The position reports directly to the Project Lead, Disability Royal Commission Counselling and Support Services (DRCCS) |
| Position Classification: | The position is classified at Band D (D1-D2) in accordance with the RACR Enterprise Agreement |
| Remuneration: | \$82,311.04 - \$83,299.03 plus super and PBI tax benefit for a full-time position |
| Reviewed on: | 18 February 2021 |

Roles and Responsibilities

The Trainee Aboriginal and Torres Strait Islander Counsellor, DRCCS will provide support to individuals impacted by the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. Part of the role is to engage with communities raising awareness of the work of the Royal Commission, offering support and as qualified counselling.

Relationships Australia is committed to supporting a Trainee Counsellor to complete a Diploma in Counselling through payment of course fees, study leave, clinical and cultural supervision, management, peer support and mentoring.

Duties

Under the supervision of the Project Lead, DRCCS, and the Dhunlung Yarra team, Trainee Aboriginal and Torres Strait Counsellors are required to:

- Operate as a member of the RACR and Disability Royal Commission and Support Program team;
- Provide high quality and culturally appropriate support to clients of RACR's Disability Commission Counselling and Support (DRCCS) Program;

- Engage with local community groups, work alongside RACR's Dhunlung Yarra And DRCCS teams, to increase awareness of support offered;
- Provide referral pathways for clients to RACR Dhunlung Yarra and DRCCS counselling services or other appropriate external services;
- Collect, process and maintain client data in line with RACR policies and procedures and any government statistical database system;
- Abide by all RACR policies, procedures and guides, in all aspects of role including confidentiality, record keeping, and outreach;
- Contribute to, and be part of, the organisational culture where continuous improvement, supportive teamwork, cooperation, client service, quality, safety and confidentiality are the focus;
- Participate in the development, implementation and maintenance of a safe and healthy workplace ;
- Other duties as directed by supervisor.

Selection Criteria

Essential:

1. Being of Aboriginal and/or Torres Strait Islander descent.
2. Knowledge, experience, understanding for assisting people with disability and their families.
3. Developed written and verbal communication skills, and the ability to engage with, establish and maintain effective relationships with a diverse range of people, including family members, health professionals, educators, and stakeholders.
4. Computer literate, with a sound knowledge of Microsoft office applications.
5. Demonstrated ability to work well in a team environment and under direction to set goals and work to deadlines.

Desirable:

6. Certificate IV (AQF level 4) in Community Work, Mental Health, Peer Work, Disability or equivalent workplace experience

Special Requirements

- Current driver's licence.
- Current Working with Vulnerable People Card and NSW Working with Children Check and National Police Check.
- Willingness to travel to external locations and the capacity to work outside of normal business hours to support RACR service
- Commitment to mission and values of RACR.
- Understand and embed restorative principles in their work and interaction with others.

Contact Person

For further information, please contact the Practice Manager, New Services on 02 6122 7100 or email careers@racr.org.au