

Position title	Counsellor	Reference	CO-RES-DWN
Reporting to	Manager, Counselling Services	Location	Ludmilla
Division	Youth & Families	Section	Resolve
Approved	EM Youth & Family Services	02/09/2019	02/09/2019
Comments:			

Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

Purpose of the Position

As Counsellor at Resolve you will provide professional counselling services for a diverse range of individuals and families within your area of expertise. Resolve is a cluster of government funded services. We provide individual, couples and family counselling, post separation programs and mediation services in accordance with program objectives and funding guidelines. You will be committed to child inclusive and culturally safe counselling practice and Anglicare NT values. This role will be based in Darwin, Northern Territory, including outreach within the Darwin region.

You will uphold the values of Anglicare NT and provide quality services within the scope of the position and associated delegations.

Selection Criteria

Position specific requirements

1. The minimum qualification required is a tertiary qualification in an appropriate Social Science discipline ie. Psychology or Social Work.
2. Significant counselling experience in relevant field.
3. Relevant professional registration and/or eligibility for membership (Australian Association of Social Workers or APHRA).
4. Well developed written and verbal communication skills and ability to produce quality reports, timely case notes and official correspondence.

General Criteria

- Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
- Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
- Northern Territory Working with Children Clearance (Ochre Card).
- National Police Criminal History Report (less than three months old) with acceptable outcome.
- Ability to meet 100-point ID and additional visa / overseas work compliance measures.
- Northern Territory Driver's Licence.
- First Aid Certificate (or willingness to obtain within agreed timeframe).

Key Responsibilities

1. Provision of Professional Counselling Services Responsibilities

- Adhere to all relevant Federal and Territory legislation, contractual requirements, performance standards and funding guidelines.
- Provide professional counselling sessions to individuals, and families, children and adults ensuring thorough safety and risk audits have been undertaken in terms of family violence/child protection/suicidality considerations.

- Provide evidence informed group facilitation where required.
- Maintain comprehensive client and service utilisation related documentation, ensuring data collection and client file records are up to date, in good order and filed correctly.

2. Collaboration and practice development

- Participate in team and organisational communications such as email groups, scheduled staff meetings, planning and review days, and organisational events as required.
- Work collaboratively with the team to address any client complaints or service improvement requirements resulting from internal or external evaluation processes.
- Participate in individual, peer and group supervision and performance appraisal processes as required.
- Maintain strong commitment to professional development, ensuring an up to date training & development plan is maintained.
- Represent the team and Anglicare NT on internal and external bodies as required.
- Complete timesheets, leave and higher duties requests within the specified time frames and in line with requirements.
- Acting higher/different lateral duties as required.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment.
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).