

CatholicCare NT Role Description

Position Title	Counsellor
Position Number	CC1907
Salary	Base Salary SCHADS Grade 5 Plus superannuation guarantee, 17.5% leave loading and salary packaging option
EFT	Full time 38 hours per week Monday to Friday 8:30am – 5pm
Location	Tennant Creek
Commencement	ASAP
Completion	Ongoing (subject to funding)
Last Reviewed	January 2025

1. Program Description

CatholicCare NT's counselling program aims to enable children, young people and adults in all their diversity to develop and sustain safe, supportive and nurturing family relationships, and reduce the emotional, social and economic costs associated with disruption to family relationships.

CatholicCare NT provides a number of counselling and groupwork programs including:

- Family & Relationship Service (FaRS)
- Counselling – Catholic School Students
- Supporting Children after Separation
- Employment Assistance Program
- Children and Parenting Counselling (including children affected by parental AOD misuse and/or family violence)
- Domestic Violence Counselling
- Crime Victims(CV)

2. Purpose of the Position

The role of the Counsellor is to work within a cohesive and integrated team, providing high quality, responsive and culturally appropriate counselling and groupwork services. The counsellor's role is to support and strengthen family relationships, prevent breakdown, enhance children and young people's wellbeing and mental health, assist couples and families to manage issues arising from relationships, including family violence, and support children after parental separation.

CatholicCare NT Counsellors provide a range of evidenced based therapeutic interventions including family therapy, individual counselling and groups, support and information and referral. These interventions are primarily targeted to support critical family development and transition points including formation, extension, and separation.

Counsellors may specialise in particular areas depending on skills, experience and client need.

3. Organisational Relationships

Exercises a degree of autonomy and reports to Regional Manager Tennant Creek.

May manage a work area/ medium organisation or multi-worksite organisation.

4. SCHADS Grade 5 Characteristics

- Work under general direction from senior employees.
- Undertake a range of functions requiring the application of a high Grade of knowledge and skills to achieve results in line with the organisation's goals.
- Adhere to established work practices. However, may be required to exercise initiative and judgment where practices and direction are not clearly defined.
- Involvement in establishing organisation programs and procedures.
- Will include a range of work functions and may involve supervision. Work may span more than one discipline.
- Required to provide expert advice to employees classified at a lower Grade and volunteers.
- Application of knowledge gained through qualifications and/or previous experience.
- Required to set priorities and monitor workflows in their area of responsibility, which may include establishing work programs in small organisations.
- Required to set priorities, plan, and organise their own work and that of lower classified staff and/or volunteers and establish the most appropriate operational methods for the organisation.
- Positions responsible for projects and/or functions, will be required to establish outcomes to achieve organisation goals.
- Specialists may be required to provide multi-disciplinary advice.

5. Key Responsibilities and Performance Standards

5.1 Provide individual counselling and group work to adults, couples and families through:

- delivering services to strengthen family relationships, prevent breakdown and ensure the wellbeing and safety of children
- supporting clients to develop strategies to improve functioning to make good decisions, have better relationship skills and stronger self-efficacy
- applying evidence based, therapeutic targeted interventions and trauma informed methodologies to work towards agreed upon goals and deliver wellbeing outcomes for clients
- working in a way that ensures a high quality service delivery including engaging in regular supervision, critical reflection, evaluation, and maintaining positive relationships across programs and services
- ensuring that program guidelines, code of conduct, and organisational policies are followed
- Compliance with relevant WH&S and CSNET audit requirements

5.2 Provide individual counselling to children by:

- applying evidence based, child centred, trauma informed methodologies, including play therapy to work towards agreed upon goals and deliver wellbeing outcomes for clients
- improving child wellbeing by increases children's attachments, meeting developmental milestones and reduced exposure to risk or neglect
- supporting children in gaining knowledge and skills that support their wellbeing
- promoting children's connection to their community and other social supports

5.3 Stakeholder Engagement

- Develop and maintain effective and respectful partnerships with relevant government, school based and community based agencies, representing CatholicCare NT in a professional manner at all times
- Maintain professional relationships with all clients, stakeholders and CatholicCare NT staff

5.4 Participate in Supervision and Evaluation activities by:

- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy

5.5 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty-eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework.
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability.
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required.
- Ability to represent CCNT in a culturally appropriate and professional manner at all times.

7. Work Conditions

The Counsellor is located in a busy, open area office with access to counselling rooms. After hours work may be required for this position and this would be balanced by equivalent time off so that the total hours per fortnight does not exceed the normal 76 hours.

8. Selection Criteria

- 1) Relevant qualification in Counselling, Psychology or Social Work is essential. If qualification is in Psychology or Social Work then additional evidenced study in Counselling is highly regarded.

- 2) Demonstrated experience working with children, young people, adults and families.
- 3) Membership or eligibility to join a governing body such as PACFA, AASW or ACA.
- 4) Demonstrated competence in using a broad range of evidence based counselling and group work approaches to support client outcomes
- 5) Strong interpersonal and communication skills including case note writing
- 6) Demonstrated cultural competency, particularly in working with Indigenous people

9. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children, or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (ICHHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
- 7) Six-month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.