

CatholicCare NT Role Description

Position Title		Community Counsellor
Position Number	CC2789	
Salary	Base Salary SCHADS Grade 5 Plus superannuation guarantee 17.5% leave loading and salary packaging option	
EFT	Full time 38 hours per week	
Location	Darwin and Daly River	
Completion	Ongoing (subject to funding)	
Last Reviewed	August 2026	

1. Program Description

CatholicCare NT 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 wellbeing costs associated with disruption to family relationships.

2. Purpose of the Position

The Community Counsellor is a Darwin based position that will travel to Daly River on a regular basis and is responsible for engaging and networking with the Community for social, emotional and wellbeing in order for the program to meet its objectives. This position has a particular focus engaging and networking with the Daly River community to build relationships. This role will also support the Darwin Counselling team through one-on-one or group counselling support.

3. Organisational Relationships

Works under general direction and reports to the designated supervisor as per the CCNT organisational chart.

Supervises other staff and/or works in a specialised field.

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 Groupwork to Adults, Children, Couples and Families

through:

- Delivering services to strengthen family relationships, prevent breakdown and ensure the wellbeing and safety of children
- Supporting participants 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 Daly River Community Networking and Service Delivery:

- Actively network with the Daly River Community utilising policies and appropriate cultural awareness.
- Establish, develop and maintain a level of presence in the community and connect with it's members
- Provide wellbeing support to the members of Daly River Community supporting other Daly river-based contracts

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

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.

6. 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.

7. 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.

8. Work Conditions

In this role, you will regularly work with participants who have experienced, or are currently experiencing, domestic and family violence, child abuse, other forms of violence and threats of harm. The work may involve hearing distressing disclosures, managing safety concerns and working within mandatory reporting and safeguarding frameworks.

The Community Counsellor is based in Darwin, but operates from two sites, both with open plan offices and access to private counselling rooms. This position requires regular travel between Darwin and Daly River. This position may require afterhours work, which is balanced by equivalent time off through the week, so that the total hours per fortnight does not exceed the normal 76 hours.

9. Selection Criteria

- 1) Prerequisites
 - I. relevant degree with relevant experience;
 - II. associate diploma with substantial experience;
 - III. qualifications in more than one discipline;
 - IV. less formal qualifications with specialised skills sufficient to perform at this Grade; or
 - V. Attained through previous appointments, service and/or study an equivalent Grade of experience and expertise to undertake the range of activities required.
- 2) Strong interpersonal and communication skills including ability to write effective case notes within a designated case note structure, and ability to contribute to funding contract reports.
- 3) Demonstrated cultural competency, particularly in working with Indigenous people
- 4) Demonstrated knowledge of Social and Emotional Wellbeing Framework
- 5) Ability to commit to FIFO role and willing to actively connect to community

10. 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 (IHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as an essential worker.
- 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.