

<b>Location/s</b>	Various venues
<b>Reporting to</b>	Team Leader
<b>Direct Reports</b>	Nil
<b>Level</b>	Practice Stream Level 4
<b>Date Updated</b>	April 2024

**About the Role**

To provide a high standard of family and relationship counselling interventions to individuals, couples, families, and children through Relationships Australia Queensland (RAQ) Limited various venues within local communities.

This position is authorised by RAQ to undertake employment as a family counsellor in accordance with Section 10C (1)(b) of the *Family Law Act 1975*.

**Key Responsibilities**

<b>Family, Couple, Children and Individual Counselling, Education/Skills Training and Group Work</b>	<ul style="list-style-type: none"> <li>Apply a systems theory framework and other evidence-based interventions for assisting individuals, couples, families, and children to meet their service delivery goals as appropriate.</li> <li>Apply knowledge of life span and development theory and issues relevant to life transitions to the individual, couple, children and/or families (e.g., issues surrounding relationship formation and marriage, separating, or remarrying, transition to parenthood, parenting different age children, retirement).</li> <li>Conduct client intake, risk and needs assessment with all clients.</li> <li>Recommend appropriate interventions to clients based on their presenting issues, their history, risk assessment, the impact of presenting issues on any children in the family, and their service delivery goals.</li> <li>Capture agreed goals and interventions in the case plan.</li> </ul> <p><b>Rainbow Program:</b></p> <ul style="list-style-type: none"> <li>Apply knowledge of issues specific to the LGBTIQ+.</li> <li>Apply relevant practice frameworks including queer affirmative practice.</li> </ul>
<b>Duty of Care and Legislative Requirements</b>	<ul style="list-style-type: none"> <li>Maintain confidentiality and understand the limits of confidentiality, particularly as they apply to clinical risk management and duty of care matters (e.g., assessment of domestic and family violence, child safety, threat of harm to self or others, and other risk factors); and take appropriate steps to respond to risk and duty of care matters as required by organisational policy and procedure.</li> <li>Understand and meet legislative and funding requirements including collecting and recording statistical data in a timely and accurate manner.</li> </ul>
<b>File and Diary Management</b>	<ul style="list-style-type: none"> <li>Maintain client files, case notes and risk management documentation as per organisational policy and procedure.</li> <li>Maintain the client information system to enable effective and informed client bookings.</li> </ul>
<b>Supervision and Professional Development</b>	<ul style="list-style-type: none"> <li>Demonstrate ongoing commitment to and participation in regular internal clinical supervision and professional development as per organisational policy and procedure.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be receptive to feedback and apply reflective practice.</li> </ul>
<b>Administration and Planning</b>	<ul style="list-style-type: none"> <li>• Where directed, assist with the provision of administrative and general office duties.</li> <li>• Contribute to operational planning as requested by the reporting manager.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Adhere to all organisational policies, procedures, standards, and practices.</li> <li>• Act only in ways that advance RAQ objectives, values, and reputation.</li> <li>• Other duties, consistent with skills and experience, as directed by the reporting manager.</li> </ul>

**Core Competencies**

<b>Business Savvy</b>	Applies knowledge of the business and the industry to advance the organisation's goals.
<b>Accountability</b>	Accepts personal responsibility for actions and consequences, reflects on own performance and commits to personal and professional development.
<b>Collaborative Relationships</b>	Builds collaborative and constructive working relationships, working as a team to achieve goals.
<b>Diversity &amp; Inclusion</b>	Interacts with all stakeholders in ways that demonstrate respect of social and cultural differences and commits to challenging attendant social inequities.
<b>Innovation &amp; Continuous Improvement</b>	Applies knowledge, experience, and ideas to develop new and better ways of working, adapts to change and maintains resilience.
<b>Professionalism</b>	Gains the confidence and trust of others through honesty, integrity, and authenticity.

**About You**

To be successful in this position you will have:

	<b>Required</b>	<b>Highly Desired</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant Undergraduate qualification in Behavioural Science, Psychology, Counselling or Social Work.</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate Qualification in Behavioural Science.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the delivery of counselling, education/skills-training, and group work with individuals, couples, families, across the lifespan.</li> <li>• Previous clinical experience in managing high volume, complex caseloads.</li> </ul> <p><b>Rainbow Program Specific:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience of working with LGBTIQ+ individuals, couples, and families.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with clients in crisis situations.</li> <li>• Experience working with clients who are separating or at risk of separation.</li> <li>• Demonstrated experience in engaging proactively with and supporting clients of diverse backgrounds (Aboriginal &amp; Torres Strait Islander, Culturally and Linguistically Diverse, low socioeconomic status, people with disabilities and people of diverse bodies, genders, and sexualities).</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and application of current and relevant legislation and regulations relating to relationships counselling.</li> <li>• Knowledge and application of Family Systems theories, evidence-based</li> </ul>	<p><b>Rainbow Program Specific:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of current laws relating to the LGBTIQ+ community including marriage laws, adoption laws, fostering laws, legalities of changing sex.</li> </ul>

	interventions for relationship work, developmental psychological theories and theories and practice frameworks for working with family violence.	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Competent in computer use (Microsoft Office, email, web-based programs and have the ability to learn new programs and applications).</li> <li>• Highly developed interpersonal and communication skills, both written and verbal.</li> <li>• Effective time management, prioritisation, and organisation skills.</li> </ul>	

*It should be noted that Position Descriptions are under constant review and may be changed at any time.*