

JOB DESCRIPTION

Position Title:	Project Leader Counselling and Support Service for people affected by the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability
Position Type:	Full time, Fixed term contract until June, 2022
Location	Deakin, ACT
Reporting Relationship:	Practice Manager New Services
Position Classification:	The position is classified at Band E in accordance with the RACR Enterprise Agreement
Remuneration:	\$89,867.92 to \$93,893.21 plus superannuation for the full time role and PBI benefits
Reviewed:	13 October 2020

Roles and Responsibilities:

The Commonwealth Government has funded Relationships Australia Canberra and Region (RACR) until June 2022 to provide counselling and support services for people with disabilities, their families, carers and others affected by the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disabilities. Our geographic coverage is the ACT, Riverina and the NSW South Coast. This role will focus on establishing the new programme and providing ongoing leadership and coordination of the clinical team and some direct service delivery.

Duties

In consultation with Director of Operations and Practice Manager, New Services, the Project Leader is expected to:

Project Coordination

- Assist with the development and documentation of a programme design.
- Contribute to the development and implementation of a promotional strategy for the service.
- Participate in the development of intake and other forms for the DRC Counselling and Support Service.
- Contribute to setting up data collection processes.
- Participate in the development and implementation of business and operational plans for the service.
- Contribute to the development and management of the service budget.
- Assist with the recruitment, induction and training of team members.

- Provide supervision for the DRC Counselling and Support staff.
- Facilitate reflective practice and case discussion meetings.
- Build capacity in the delivery of trauma informed counselling services for people with disabilities including those with complex needs.
- Ensure that appropriate DSS data is collected and submitted as required.
- Participate in RACR's evaluation of the service.
- Develop effective referral pathways with other Australian Government funded Disability Royal Commission support services, especially the National Counselling and Referral Service.
- Network and collaborate with organisations offering resources and services of relevance to our clients' needs.
- Advocate on behalf of clients to ensure that their individual needs are being met and their rights safeguarded.

Direct Service Delivery if, and as, required

- Provide therapeutic intake for the DRC Counselling and Support Service
- Undertake psychosocial assessments and develop and implement case plans.
- Complete risk screening and where appropriate develop safety plans.
- Offer trauma informed and person-centred counselling both face to face and over the phone.
- Provide information and assist with referral to internal and external services.
- Offer outreach services where appropriate, including visits to homes and residential settings.

General

- Participate in supervision and professional development.
- Attend relevant internal and external meetings.
- Assist in creating a safe and healthy workplace and take reasonable care to ensure health and safety of themselves and others.
- Other duties as required.

Selection Criteria:

Essential:

1. An appropriate tertiary qualification in psychology, counselling or social work (or equivalent) and membership or eligibility for membership of the relevant professional association.
2. A proven track record in leading and coordinating a clinical team.
3. An in-depth understanding of working with people with disabilities and trauma informed and person centred practice, with some direct service delivery experience.
4. Demonstrated capacity to relate well to clients and other stakeholders with excellent communication and interpersonal skills.
5. Highly developed time management and organisational skills.

6. An appreciation of issues facing Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities.

Desirable

1. Prior experience in establishing and promoting new programs in the community services sector

Special Requirements:

- Must provide current proof of registration for the ACT Working with Vulnerable People Card and a NSW Working With Children Check.
- Current driver's licence
- Commitment to mission and values of RACR.
- The position has responsibilities for services in the ACT and surrounding region as well as Riverina Murray region. Therefore, regular travel to the surrounding NSW areas is required.
- Capacity to work outside of normal business hours to support RACR services.
- Understand and embed restorative principles in their work and interaction with others.

Contact Person:

For further information about the position or application process, please contact Practice Manager, New Programs on 02 6122 7100 or email careers@racr.org.au .